

**GARY C. GARCIANO**

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**LOURDES B. CANO**

Director, ODAS/HRM

Visayas State University

Visca, Baybay City Leyte

Dear Ma'am,

Good day!

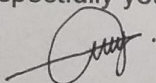
I am writing to apply for a vacant job position in your institution as specified in the job posting in VSU website. I am particular to the position title as Administrative Aide III (Utility Worker II) with Plantilla Item No. ADA3-195-2004 (Job Code: RXDTCP).

The posted minimum qualifications gave me a great opportunity to apply for the said position since my highest educational attainment is only a high school graduate of Baybay National High School. Nevertheless, I have some skills acquired from my previous work that might be useful in some other situation. My learning and experiences may be basic but I assure you that I will commit myself to effectively carry out the tasks given to me and will be willing enough to obey all your further supervisions that would help me become more capable of.

I have attached my resume and transcript of record for your further reference.

Thank you for taking the time to review my application. God Bless and more power VSU!

Respectfully yours,



Gary C. Garciano