

September 16, 2021

Brgy. Punta
Baybay City, Leyte

Honey Sofia V. Colis
Director, ODHRM
VSU, Baybay City, Leyte

Dear Ma'am Colis:

I have read an article at jobs.vsu.edu.ph that you have a job opening for one (1) Administrative Aide I Position (Laborer). I would like to apply for the said position.

I am Arnel G. Doron, 34 years old, married with three children, a resident of Villa Soledad Brgy. Punta, Baybay City, Leyte. I am a very hardworking person and can perform multi-tasking efficiently.

As for my work experience, I was the pioneer computer operator of the VSU Computer Center, VSU Market area and worked in this from June 16, 2009 until December 2019. I transferred to the Department of Civil Engineering (DCE) of the College of Engineering and Technology in 2020, and worked as Laboratory Technician under the supervision of Engr. Epifania Loreto. I am still working as Laboratory Technician at DCE in this University until now.

I also work as utility messenger in our department. I am confident that I can perform very well required for the said position. If given the chance, I will perform my duties and responsibilities with so much dedication and honesty with or without any supervision.

I am looking forward to hear from you soon. I am willing to come for an interview at your most convenient time. You may reach me at Department of Civil Engineering.

Very truly yours,



ARNEL G. DORON
Email Address: arnel.doron@vsu.edu.ph
Mobile Number: 09058895078