

**June 14,2023**

**Edgardo E. Tulin**  
VSU President  
Visayas State University

**Thru: JOEL Q. MABALHIN**  
**Head**  
**Department of Teacher Education**  
**Visayas State University**  
**Visca, Baybay City, Leyte**

**Dear sir/ma'am,**

I have seen in your advertisement that there is hiring for the position of **ADMINISTRATIVE AIDE 1(utility worker 1)**.It is, in this regard, I would like to express my interest to apply. I am JOHN WILFRED G. GONZAGA 34 years of age, a resident of Brgy. Patag Baybay City Leyte. I am currently connected at the college of nursing as a **LABORATORY AIDE/UTILITY MESSENGER**. I have Attached here with is my resume for my personal background. Should there be a need for me to come for an interview, I am willing to come at your most convenient time.

**Respectfully yours,**

**JOHN WILFRED G. GONZAGA**