

May 13,2022

Head of Security

OUDRRM

Visayas States University

BAYBAY CITY , LEYTE

To Sir / Ma'am ,

I learned that there is an open position of Security Guard casual status on this prestigious company. Hence, I am signifying my interest to apply for the said position. I am Mr. Samuel P. Caintic, residing at Brgy. Gabas, Baybay City, Leyte. I obtained a college degree on Bachelor of Science in Marine Transportation.

My current employment in the OUDRRM Visayas State University as Security Guard JO status, experience in Philippine Red Cross as Admin Assistant enhanced my knowledge and skills which I believe will make me an asset to the office. I was involved in so many activities and services of the Philippine Red Cross under the Emergency Response Emergency Vehicle Operator. I was also exposed to several trainings such as Emergency Medical Responder, Emergency Response Personnel, Urban Search Rescue and Fire Fighter. However, the security skills and experience in 5 years as House Officer and Area Team Leader/house detective in a Department Store and Supermarket are more advantages to fill the duty and responsibility.

Recently I finished training of Basic Occupational Safety and Health SO2 Last March 10, 2020 , and Basic Security Supervisory Course February 15 – 20, 2020.

If given the chance, I would like to use these knowledge and skills in helping the institution to attain its goals and objectives. Moreover, I am also very willing to learn other knowledge and skills which I do not possess yet but the institution deem necessary.

Attached are my curriculum vitae, certificate of employment and other documents for your perusal. I am willing for an interview and skills test anytime. You can reach me at mobile number 09685693771.

Thank you so much and I am looking forward to your favorable reply.

Respectfully yours,

SAMUEL P. CAINTIC
Applicant

