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Visayas State University  
Visca, Baybay City, Leyte  
VSU HRIS

Dear Mr./Ms. Hiring Admin,

I am currently driving a bastoda. As I am in the procedure of finding the right job, I identified your company and find it the right place as I will have the scope of being a part of the driving team, where I can execute my driving knowledge, which is my area of interest.

I have been enrolled in TESDA & have got a NC II certificate in driving during the final exam. I have also NC I certificate in automotive where I learn about the basic knowledge in repairing and maintenance of the service.

I would like to be a part of your reputed firm, where I can utilize my skills, knowledge & talent. This would be the right opportunity and I strongly believe that if given a chance I will prove myself and contribute to the growth & success of the organization.

The enclosed resume provides more details of my skills and achievement track record. If you agree that I would make a valuable addition to your team, please feel free to call me at +639069052621 or email me at jonelguzman1715@gmail.com. I know you are busy, so thank you for your time, and I look forward to speaking with you.

Thank you for your consideration.

Sincerely,  
Jonel Domingo Z. Guzman