

January 18, 2024

DR. DANIEL LESLIE S. TAN

OIC President

Visayas State University

Visca, Baybay City, Leyte

Dear Sir,

Greetings!

I have heard from a reliable source that your office or university is hiring or in need of a **driver**. In this regard, I would like to apply for the said position or in any available driver position at the University.


I am Mario Pitogo Naya, a resident of Brgy. Patag Baybay City, Leyte. At present, I am working as Job Order at the Ground Landscaping Management Unit of the University.

In some instances, in the absence of regular drivers, I used to be requested to drive in the garbage truck and service cars of the university, including the conduct of visitors within the campus, the hauling of catering personnel of the Pavillion and catering utensils and food.

For more details, please see the attached resume and other related documents. If ever an interview is needed, I am willing to visit your office at your most convenient time.

Thank you, and more power.

Very truly yours,


MARIO P. NAYA
Applicant