

August 5, 2021

Dr. Edgardo E. Tulin

President, Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**
Vice-President for Administration and Finance
Visayas State University

Sir:

Greetings!

With my skills in Driving and Electrical Transmission installation and repair, I am proud to be a member of your force to support the Power Plant and Electrical Services of the Visayas State University. Kindly consider me as an applicant as Driver or Heavy Equipment Operator position that was posted this month. I am a graduate of Technological manpower training and research center taking up Building Wiring Installation in Ormoc City last June 2007.

With my experience in electrical work, I was awarded the National Certificate II in Building Wiring Installation issued by Technical Education and Skill Development Authority or (TESDA) after passing the assessment test conducted last May 19, 2007.

I am also a member of the VSU fire brigade after successfully completed the firefighting and rescue training conducted last November 5-9, 2018 by the Bureau of Fire Protection Baybay City Station.

Attached here with my credentials for your references with regards to my experiences and achievements, I am glad to meet you for an interview in your most desired time.

Thank you and God Bless!

Respectfully Yours,

ERIC B. SOPA

Applicant