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October 14, 2020

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

**Subject: Application for the Permanent Position of Administrative Aide I –
Utility/Messenger and Maintenance**

Dear Sir:

Good day!

I am writing this letter of application for a permanent position as an Administrative Aide I - Utility/Messenger and Maintenance. My current contract is coming to an end and I am seeking for a more long-term career in the Visayas State University.

As you may be aware, I worked as a Utility personnel at the General Services Division (GSD) from 1999 to 2012. Currently, I am working as a Utility personnel at the Office of the Chief of University Services for Health Emergency and Rescue (USHER) since 2013.

I am very interested in this role and the vision you have for the future. I feel that my previous experience and the commitment I have shown as a Utility worker makes me an excellent candidate for the open position.

I look forward to hearing from you. Thank you very much.

Yours sincerely,

Leodel S. Igot