

January 15, 2024

Dr. Daniel Leslie S. Tan
OIC-President
Visayas State University
VSU, Visca, Baybay City, Leyte

Marlon G. Burlas
Head, Motor Pool Services Unit

Dear Sir:

Good day!

I am writing to express my interest to apply in the vacant position of Driver II (Contractual) at your esteemed institution.

Having garnered 7 years and 4 months of valuable experience at Visayas State University, I am confident in my ability to effectively fulfill the responsibilities associated with the position. Throughout my tenure, I have honed my skills and developed a strong work ethic, enabling me to contribute efficiently to the smooth functioning of transportation operations.

Enclosed with this letter, you will find my resume, certificate of employment, and driver's license, which serve as references attesting to my qualifications and professional background.

Hoping this application may be given due merit and utmost consideration.

Thank you.

Very Respectfully yours,



AGA V. ALIANZA
Applicant