

July 2, 2024

MARILYN M. BELARMINO

Dean, Graduate School
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Belarmino:

I learned from jobs.vsu.edu.ph that the Graduate School Office is in need of an Administrative Aide.

I graduated at the University of Mindanao Tagum College last April 2004 with the degree of Bachelor of Science in Criminology.

I am patient, hardworking, and honest and most of all willing to learn whatever tasks you may entrust me. I have been working as utility worker at VSU hospital since March 2022 up to present.

Attached hereto are my transcript of records and curriculum vitae for your perusal. I am very willing to come in your office for an interview at your most convenient time.

If this letter merits your favorable decision, I can be reached through my cellphone number
09533502893

Respectfully yours,



LUCIANO R. JACOBE JR.