

19 January 2024

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

Through: Engr. Marlon G. Burlas
Head, Motor Pool Services Unit

Dear Dr. Tan,

I am writing to express my interest in the Driver position at the Visayas State University, as advertised. With over 15 years of hands-on experience operating a wide range of vehicles, from light vehicles to heavy equipment vehicles, I believe I possess the skills and expertise necessary to contribute to the success of your team.

Throughout my extensive career, I have demonstrated a strong commitment to safety, precision, and efficiency in every task. My experience includes transporting materials, goods, and personnel, as well as operating and transporting heavy equipment such as trailer trucks, bulldozers, excavators, dump trucks and many more. I have a deep understanding of traffic rules and regulations, ensuring compliance with all relevant laws and maintaining an exemplary safety record.

I am enthusiastic about the opportunity to contribute my skills and experience to and would welcome the chance to discuss how my background aligns with your team needs. I am confident that my dedication to safety, extensive experience, and versatility make me a valuable asset in the University.

I would welcome the opportunity to further discuss how my skills and experiences align with the needs of your company. Thank you for considering my application.

Sincerely yours,


ARVIN JOSE CORONADO
Applicant