

**November 29, 2022**

**Edgardo E. Tulin**

VSU President

Visayas State University

**Thru: Shalom Grace C. Sugano**

Principal

VSU Integrated High School

Visayas State University

**Dear Maam,**

I have seen in your advertisement that there is hiring for the position Administrative Aide I. It is in this regard, that I would like to express my interest to apply. I am John Wilfred G. Gonzaga, 33 years of age, a resident of Brgy. Patag Baybay City Leyte. I am currently connected at the college of nursing as Lab Aide/utility worker. I have been in college for almost a year now. I was connected to the VSU Hostel for 8 years as Room Attendant. I am willing to be train and learn how to work.

Attached here with is my resume for my personal background. Should there be a need for me to come for an interview, I am willing to come at your most convenient time.

**Respectfully yours,**

**John Wilfred G. Gonzaga**



**LEMUEL T. LLANO**

**Email add : [llanolemuel@ymail.com](mailto:llanolemuel@ymail.com)**

**Mobile No. 09106022448**

**OBLECTIVE :** To find a job so that i could help the economic condition of my family.

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#### **PERSONAL INFORMATION**

Address : Pangasugan Baybay City Leyte

Birth Date : June 9, 1988

Nationality : Filipino

Gender : Male

Status : Married

Number of children : 2

#### **EDUCATION :**

##### **Bachelor of Science in Forestry**

Visayas State University  
Visca, Baybay City, Leyte  
Undergraduate

##### **Secondary Education**

Bunga National High School  
Bunga, Baybay City, Leyte

**Primary & Elementary Education**

Pangasugan Elementary School  
Pangasugan, Baybay City, Leyte

**RELATED SKILLS:**

- ° Driving
- °Welding
- °Machine Operator

**TRAININGS:**

- ° Basic Life Support
- °Gender Sensitivity Training and Anti Sexual Harassment Orientation
- °Utility Workers and Messenger Training

**EXTRA CURRICULAR ACTIVITIES**

- °Youth For Christ ( YFC Member)
- °Reserve Officer Training Center (ROTC)
- °Guardians Brotherhood Inc. (GBI Officer)
- °VSU Emergency Response Team (Fire Fighter Member)

**WORK EXPERIENCE:**

- °Lai Tsai Restaurant (Service Crew)
- °VSU Utility/Messenger(Up to Present)

**REFERENCES:**

- °Dr. Dolores L. Alcober(Former Dean College Of Education)