

13 December 2021

DR. EDGARDO E. TULIN

President

Visayas State University

Visca Baybay City, Leyte

Thru: MS. HONEY SOFIA V. COLIS

Visayas State University

Visca Baybay City, Leyte

Dear **Dr. Tulin**,

Greetings!

The Visayas State University is recently hiring for a position of Security Guard I (Permanent). As a Lady Guard and part of the security force of our University, please consider me as one of the aspiring applicants for the said position.

I was a former Lady Guard of Prince Baybay for 3 years and currently acting as Lady Guard under the Office of the University Disaster and Risk-Reduction Management-Visayas State University for almost 3 years already. I know that I am capable of handling this kind of working environment for I already have the requisite, skills, and abilities to perform the duties and responsibilities of being a security officer. I performed area patrolling on foot, motorcycle, bicycle, responding to traffic incidents, domestic disputes, and reports of criminal activity. I am keen to use my skills to assist and protect the community to the fullest extent possible. My training and personal characteristics make me a perfect fit to handle both tough situations and present face.

For all of the above reasons, I am confident that you will find me to be a compelling candidate. If you have any clarifications please don't hesitate to contact me on this number 09753862840. I look forward to discussing this opportunity with you in detail.

Sincerely,



SHEENA A. MAGNO

Lady Guard