

January 19, 2024

HONEY SOFIA V. COLIS
Director, Human Resource Management Office
Visayas State University

Dear Ms. Colis,

I am writing in regards to the driver position that you have open at the Visayas State University. I am excited to apply for this role as it seems like a perfect match for my skills and interests.

I have experience as a driver, and I am confident that I can do an excellent job in this role. I am a responsible and safe driver, and I have a clean driving record. I am also knowledgeable about different areas of the city, so I can easily navigate to different locations.

I am excited to work at the University because it is a reputable and well-known institution. I am confident that I can contribute to the success of the company, and I am eager to learn new things and grow my skills.

Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

JEOFFREY P. ITALIO