

January 24, 2024

ULDERICO B. ALVIOLA  
Head  
Printing Press  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir:

Warm greetings to your good office!

I'm just one of those thousand young Filipinos who aspire and seek for a job that might help bring stability and professional good office and with earnest desire to be a part of your organization, may I have the advancement in my chosen career.

With high respect in your good office and with earnest desire to be a part of your organization, may I have the honor to apply for Administrative Aide IV (Printing Machine Operator I).

I am willing to work in your organization with all my confidence and to render services capable on my qualification.

You can contact me through my mobile number 09947109403/09355390013. I am willing for an interview anytime at your convenience.

Attached herewith is my personal data sheet for your perusal.

God bless!

Sincerely yours,

Logie Glenn Paña Granaderos  
Applicant