

March 25, 2021

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Attn:

ENGR. MARIO LILIO VALENZONA

Head

General Services Division

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Tulin:

Greetings!

I would like to inquire if your office is still in need of a mechanical operator. If so, I tender this application letter to seek such an opportunity which I believe fits my qualification and my experience as a machine shop fabricator for almost 9 years. Also, I believe that I would be a great asset to your office. Rest assured that my working ethics and character along with your guidance will lead to a positive outcome granting I may land a job.

My resume is enclosed for your review. You can contact me anytime of the day using my mobile number +63 935 654 6239. Likewise, it's a privilege to be given an opportunity to work in a prestigious office.

I am looking forward to your favorable response. Thank you for your time and consideration. God Bless.

Sincerely,

MARLON ANTHONY D. YU

Applicant