

July 9, 2024

VICENTE A. GILOS

Chief, University Learning Commons (Library)

Visayas State University

Visca, Baybay City, Leyte

Dear Sir:

I am writing to express my interest in the Administrative Assistant I, Bookbinder III position in your office, as advertised. My name is Reynaldo P. Deroy, and I am confident that my diverse background and strong work ethic make me a suitable candidate for this role.

I bring to the table a solid foundation in security and labor roles, having previously worked as a security guard and laborer. These experiences have honed my ability to handle responsibilities with a keen attention to detail and a commitment to maintaining a safe and efficient environment. I have developed excellent organizational skills and a proactive mindset, allowing me to adapt swiftly to various tasks and challenges.

In my previous roles, I have demonstrated a capacity for hard work and dedication, often performing duties with minimal supervision. My commitment to delivering high-quality service aligns seamlessly with the mission of the University Learning Commons, and I am eager to contribute my skills and enthusiasm to the success of your team.

I am enthusiastic about the opportunity to join your team and contribute to the efficient and effective operation of your facilities. Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences align with the needs of your office in more detail.

If you need further information about me, please find attached documents for your perusal.

Thank you and I appreciate your time for viewing my application.

Sincerely,



REYNALDO DEROY

Applicant