

March 8, 2021

RODULFO G. BELISADO JR.

Barangay Kan-ipa,
Baybay City, Leyte, Philippines

HON. JOSE CARLOS L. CARI

City Mayor
Local Government Unit
Baybay City, Leyte, Philippines

Dear Sir,

Good day. Peace and all good to you.

I am writing to express my interest in applying for Traffic Aide II position in LGU Baybay City. I want to offer myself as an employee of suitable post. I believe I am perfect fit for this position considering that I am very reliable, trustworthy and detail-oriented. I organize my time and work very effectively and efficiently.

Furthermore, I am a graduate in Bachelor of Science in Business Administration major in Human Resource Development and Management, as a graduate of this degree, I've become equipped with the necessary knowledge and skills, including good customer service, as well as communication and other labor concern. Currently, I am now in my 3-years of working as a Traffic Management Officer here at LGU Baybay, assigned now at Gaas checkpoint, escorting LSI's to BERU, checking required documents of all vehicles who wants to enter the premises of Baybay and other tasks and responsibilities. Please review my attached work experience sheet on my PDS for further information. I also had a 2-years' experience of being a working student under the supervision of Mrs. Elizabeth Cayunda and I also had my job training at Baybay City Water District, doing and completing any basic and necessary tasks as required by my supervisors. All of my work experiences have greatly influenced the development of my knowledge, skills and attitude towards work, which I believe to be my advantage in applying for Traffic Aide II position.

Hence, I firmly have confidence that I am capable with the important tasks and responsibilities that will be given to me if given a chance to work as a Traffic Aide II in this organization and bear out my full potentials.

You can contact me anytime at **09632652616** or send me an email at rodulfofelisadojr@gmail.com. I am hoping to hear from you at your earliest convenience.

Thank you and May God shower you with more blessings.

Sincerely,



RODULFO G. BELISADO JR.
Applicant