

March 2021

Dr. Remberto A. Patindol

VP for Administration and Finance

Visayas State University

Visca, Baybay City Leyte

Thru; Ms. Honey Sofia Colis

Head RSPPRO

Visayas State University

Dear **Dr. Patindol**

Good day!

I would like to apply for a vacant regular position related to my present work and a Utility worker, I am 32 years old and resident of Barangay Marcos Baybay City, Leyte. I attended 2 years course in College at Visayas State University. I have worked on a job order basis for 1 year in the Department of Horticulture as Utility worker and presently, I worked also at PhilRootcrops as Utility Messenger for more than 7 years.

For information regarding my character and integrity, attached is my resume and a list of people to Whom you can refer with.

I shall look forward with pleasure to hearing from you and sincerely appreciate the opportunity for an interview at your convenience.

Thank you very much, more power and stay safe!

Respectfully yours,

JUNVIC B. BAGARINAO