

Manuelito R. Lumbre Jr.
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March 25, 2021

Honey Sofia V. Colis
OIC, Director, ODHRM
VSU, Baybay
City, Leyte

Dear Ms. Colis,

I am writing to apply for the administrative aid VI advertised in the jobs.vsu.edu.ph. As requested, I enclose a completed job application, Curriculum Vitae, TOR, my resume, and three references.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

- I have knowledge in mechanical equipment and mechanical plant.
- I have experienced in operating different types of machine in my current job.
- I work on time and I never been late in my job.

With a BS degree in Mechanical Engineering, I have a comprehensive understanding in mechanical equipment. Please see my resume for additional information on my experience.

I can be reached anytime via email at yunyunlumbre27@gmail.com or by cell phone, +63907115081.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Manuelito R. Lumbre Jr.

