

December 14, 2021

Dear Maam/Sir;

Good day. Greetings of peace and prosperity!

Following the recent hiring in your highly respected institution, I am writing this letter to express my great interest to apply the vacant position as Security Guard.

I am Rhandy Bulante Paune, 42 years old, widow with two kids and a resident of Brgy. Holy Child 2 Alangalang Leyte. I graduated with a Degree of Bachelor of Science in Criminology at the Leyte Colleges Tacloban City last 2002. After graduating from college, I was elected as Barangay Councilor for two consecutive terms from 2007 to 2013. Presently, I have been serving Visayas State University for almost 10 years since 2012 as Security Guard, Job Order position. I do believe that my 10-year experience in VSUA has taught me how to build strong relationships with any department at an organization. I have the ability to work within a team as well as cross-team.

Attached herewith are my Personal Data Sheets, and other pertinent documents for your reference and where you can find my adequate qualifications. I am always willing to call up for an interview at your most convenient time.

Thank you and I am sincerely looking forward to work with you and the people in your school and with this, rest assures of my highest competence and dedication for this noble job. God Bless and more power!

Very truly yours,

**Rhandy B. Paune**  
Applicant