

October 12, 2021

DR. EDGARDO E. TULIN

President, Visayas State University

Baybay City, Leyte

Thru: **DR. DANIEL LESLIE S. TAN**

Vice-President Admin and Finance

Dear Dr. Tulin:

I learned from a very reliable source that you are in need of Admin Aide 1 (Utility/Messenger) in the University. In this light, please consider me as an eager applicant for the position.

I am Danilo M. Gofredo Jr. , 25 years old, married and a resident of Brgy. Hibunawan Baybay City, Leyte. I have worked as Utility/Messenger at the Office of University Review Center, Visayas State University for 5 years 2015-2020. Currently, I am working as Utility/Messenger at the Office of the Vice-President of Student Affairs and Services since July 2020 up to present.

If given a chance to work in your good administration, I will be very professional, committed and honest in doing the job that I will be assigned to. Attached is my PDS, Resume and also with my Barangay Official Eligibility Certificate. I will be glad to appear for an interview at that time most convenient to you. You can contact me through my mobile phone number 09358235894.

Thank you very much.

Very truly yours,



DANILO M. GOFREDO JR.

Applicant