

January 11, 2023

HONEY SOFIA V. COLIS

Director, ODHRM
Visayas State University
Visca, Baybay City, Leyte

Thru: **MANOLO B. LORETO**
Dean, USSO
Visayas State University

Dear Ma'am Colis,

Greetings of peace and prosperity!

I am writing this letter to express my interest to apply as an Administrative Aide III (Utility Worker II) in your office.

I am currently working as a utility/messenger at the Department of Agricultural Education and Extension for 5 years and also have worked at the Laboratory High School, PhilRootcrops and Department of Pest Management as maintenance and farm worker which has given me confidence in terms of janitorial, messengerial and farming works.

Please consider me as an applicant, I feel confident and qualified to take on the challenges that offers me. Attached please find the copy of my resume, TOR, PDS, Diploma and certificates.

Looking forward for your positive response.

Thank you very much!

Very truly yours,



JUANITO M. RIVERA, JR.

Applicant

Mobile: +639515124593

Email: juanito.rivera@vsu.edu.ph