

January 22, 2023

VICENTE A. GILOS

Head
University Learning Commons (Library)
Visayas State University
Visca, Baybay City, Leyte

Thru: HONEY SOFIA V. COLIS

Director, Human Resource Management Office

Dear **Dr. Lina**,

I was informed by a dependable source that your excellent office is looking for an Administrative Aide I Position (Utility Worker). Please accept this letter as my application for consideration. I am Nicols Rey A. Puna, and I work for our institution as a Security Watchman under the direction of Dr. Julius V. Abela, the Head of the University Disaster Risk-Reduction & Management, Safety & Security Office. My positive attitude and strong work ethic allow me to succeed in this job, and I am confident that I can accomplish the university's goals in a remarkable manner.

I appreciate your thoughtfulness and hope to speak with you soon. Please don't hesitate to get in touch with me if you have any queries at this number +639218321203 or by email at nicols.puna@vsu.edu.ph.

Sincerely yours,


NICOLS REY A. PUNA
Applicant