

**December 1, 2022**

**Dr. SHALOM GRACE C. SUGANO**

Principal  
VSU Integrated High School  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Sugano:

I am Reynaldo P. Deroy, a graduate of a vocational course in air-conditioning. In line with this, I was hoping for a consideration of a feasible position for a vacancy that fits my qualifications. I am currently working as a laborer in NCRC but I'm eager to expand my skills and knowledge in your department. I will try my best to be an added value given this is also my field of interest. I would like to apply in your good office as an Administrative Aide III. Based on the posted description, I am confident that I am fully qualified for the position and will be a strong addition to your team.

I am also experienced in handling customers and was able to handle them positively since I also had a job of being a security guard in Manila before. I am trained to work under minimal supervision and willing to undergo trainings/seminars if you would require it.

If you need further information about me, please find attached documents for your perusal.

Thank you and I appreciate your time for viewing my application.

Respectfully yours,

  
**REYNALDO DEROY**  
Applicant