

September 04,2025

HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ma'am!

Good day!

I am Nemesio R. Soria Jr., 51 years of age, married, and residing at Brgy. Marcos, Baybay City, Leyte. I was informed that your office is in need of an Administrative Aide (Utility Worker II). I would like to apply for this position.

Although I may not have extensive experience in this role, I am eager to learn and committed to performing my duties to the best of my abilities. I am confident that, with dedication and hard work, I can contribute positively to your office.

Should my application be considered, you may contact me through nemesiosoria11@gmail.com or my mobile number 09753878630. I am willing to come for an interview at your most convenient time.

Thank you very much for your kind consideration.

Thank you.

Sincerely yours,

NEMESIO R. SORIA JR.

Job Applicant