

CRISTIAN A. SANTOS

Brgy. Sto. Rosario, Baybay City, Leyte

December 5, 2022

Visayas State University

Visca, Baybay City, Leyte

Through: **SHALOM GRACE C. SUGANO**

Principal

VSU Integrated High School

Visayas State University

Visca, Baybay City, Leyte

R E : Application for Administrative Aid III position (Permanent – Utility Worker II)

Dear *Ms.Sugano*,

I would like to apply for Utility worker role currently opened. I am working as a Job Order employee here at the Visayas State University. I am assigned at the Supply Property Management Office as a warehouse keeper and designated driver to deliver procured supplies, equipment's, etc. to the different Departments/Offices in the University.

In my current and previous position I deliver first class customer service dealing with all aspects of service-related customer queries. I have worked effectively as a valuable team member, contributing significantly towards targets to consistently meet team objectives.

I believe this position would provide a great opportunity to further my chosen career. My willingness to work hard and build my skill base will make a good candidate for the job.

I have attached all my certificates and work experience letter along with a resume. Please don't hesitate to contact me with questions or queries.

I am hoping for your favorable consideration.

Thank you.

Truly yours.

Christian A. Santos

Applicant