

January 15, 2024

DR. DANIEL LESLIE S. TAN

OIC – President

Visayas State University

Dear Dr. Tan,

I am writing this letter in regards to the driver position that is posted in VSU jobs website. I am confident that I have the skills and experience that you are looking for in a candidate and would be a valuable asset to your team.

I have 15 years of experience driving vehicles such as tractor, trailer trucks, garbage trucks, transit buses, dump trucks, etc., and have a clean driving record. I am reliable and punctual, and take pride in my work. I am also physically fit and able to lift heavy loads, as required.

I am interested in this fulltime role as it is a perfect match for my skills and experience. I am confident that I would be a valuable asset to your team and would be keen to put my skills and experience to work for the university.

If you have any questions, or would like to discuss my application further, please do not hesitate to contact me at 09265451248

Thank you for your time and consideration.

Sincerely,



RICO B. MASCARIÑAS