



October 18, 2021

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

I have learned that the university has a vacant position of an Administration Aide I, thus I wish to apply for the said position.

I am Alan M. Piamonte, legal age, a college level in Associate in Computer Technology at Franciscan College of the Immaculate Conception, Baybay City, Leyte. Presently I am working at a Department of Business and Management on a job order basis as Utility/Messenger and Department of Liberal and Behavioral Sciences for seven years. If I am given a chance for this opportunity, I can attest you of my dedication for being a hardworking and can easily get along well with others. Please see attached biodata for your reference.

Hoping for your kind consideration on this application.

I am willing for an interview anytime at your most convenient. You can reach me through this mobile number 0936-123-1178.

Thank you very much.

Very truly yours,


ALAN M. PIAMONTE
Applicant