

**FEBUARY 12,2024**

**PROSE IVY G.YEPES**

VSU President

Visayas State University

**Thru:**

**VICENTE A. GILOS**

Chief, University Learning Commons (Library)

Visayas State University

Visca, Baybay City, Leyte

Noted:

**Dear sir/ma'am,**

I have seen in your advertisement that there is hiring for the position of **ADMINISTRATIVE ASSISTANT I (Bookbinder III)**.It is, in this regard, I would like to express my interest to apply. I am **JOHN WILFRED G. GONZAGA** 35 years of age, a resident of Brgy. Patag Baybay City Leyte. I am currently connected at the college of nursing as a **LABORATORY AIDE/UTILITY MESSENGER**. I have Attached here with is my resume for my personal background. Should there be a need for me to come for an interview, I am willing to come at your most convenient time.

**Respectfully yours,**

**JOHN WILFRED G. GONZAGA**