

JANUARY 6, 2023

**DR. EDGARDO E. TULIN**

President, Visayas State University  
Baybay City, Leyte

**HONEY SOPHIA V. COLIS**

Director, Human Resources Management

Dear Dr. Tulin

I learned from a very reliable source that you are in need of admin aide III (Utility/Messenger) in the university. In this light, please consider me as an eager applicant for the position.

I am CHRISTIAN ALBERT G. JAYME, 32 years old, single, and a resident of Brgy. Hibunawan Baybay City, Leyte. Previously, I've worked as a utility/messenger at the Multimedia Development Center (MMDC) and now at the Office of the Director for Quality Assurance (ODQA) of Visayas State University for 5 years since September 5, 2016.

If given a chance to work in your good administration, I will be very professional, committed, and honest in doing the job that I will be assigned. Attached herewith is my PDS for your reference. I will be glad to appear for an interview at your most convenient time. You can contact me on my phone number 09368424965 or email at christian.jayme@vsu.edu.ph.

Thank you very much.

Very truly yours,

  
Christian Albert G. Jayme  
Applicant