

December 14, 2021

DR. JULIUS V. ABELA
Director
Office of the University Disaster & Risk Reduction Management
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Avila, Greetings!

I am writing to apply for a Permanent position as Security Guard 1 with Visayas State University. I have four years of security guard experience with increasing responsibility and enjoy the work very much. Currently, I am a job order security guard here at VSU. I am organized honest and observant.

My excellent physical condition allows me to work on my feet for an entire shift with ease. My diligence and professionalism have earned me praise from my current supervisors.

I am confident that I am a candidate that will stand out from the rest. Please contact me at the email (juneantonellaposas402@gmail.com) or phone number (09208765836) provided. I welcome the opportunity to be interviewed by the committee.

Thank you very much.

Sincerely yours,



Crisanto Montajes