

July 5, 2024

Dr. Prospero G. Yapco
President
VSU, Baybay City

Thru: **Atty. Rysan C. Guinocor**
Head, GSO

Dear Atty. Guinocor,

Greetings!

I am writing this letter to express my interest to apply for Administrative Aide I (Casual position). I am Mardel C. Pabroquez, 40 years old, single, and a resident of Brgy. Patag, Baybay City, Leyte. I have been working as Messenger at College of Veterinary Medicine for almost 2 years now.

For this years of working, I learned a lot of things especially in messengerial services like being more patient and passionate in everything I do.

I believe that my experience of working would be very useful to this position. Rest assure I will do my best to be an asset to your institution. Attached herewith is my PDS to support my identity.

I am very willing to come for an interview at your convenience. Please contact me this number 09944118436. Hoping for your kind consideration.

Thank you.

Respectfully Yours,



MARDEL C. PABROQUEZ
Applicant