

January 26, 2023

Dr. Edgardo E. Tulin
President
VSU, Visca, Baybay City, Leyte

Dr. Jett C. Quebec
Head
Department of Liberal Arts & Behavioral Sciences
VSU, Visca, Baybay City, Leyte

Dear Sir:

Good day!

I am writing this to express my interest for the vacant position of Administrative Aide I (Utility Worker I) of this Institution.

With my 6.5 years working experience in Visayas State University. I believe I am capable to accomplish the duties required.

Attached of this letter is my Resume, certificate of employment as my reference.

Hoping this application may be given due merit and utmost consideration.

Thank you.

Very Respectfully yours,



AGA V. ALIANZA
Applicant