

**January 6, 2023**

**Edgardo E. Tulin**  
VSU President  
Visayas State University

**Thru: ELWIN JAY V. YU**  
Head  
University Services Health, Emergency & Rescue  
Visayas State University

**Dear Sir,**

I have seen in your advertisement that there is hiring for the position Administrative Aide I. It is in this regard, that I would like to express my interest to apply. I am John Wilfred G. Gonzaga, 33 years of age, a resident of Brgy. Patag Baybay City Leyte. I am currently connected at the college of nursing as Lab Aide/utility worker. I have been in college for almost a year now. I was connected to the VSU Hostel for 8 years as Room Attendant. I am willing to be train and learn how to work.

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**