

June 25, 2021

Brgy. Punta  
Baybay City, Leyte

**Honey Sofia V. Colis**

Director, ODHRM  
VSU, Baybay City, Leyte

**Dear Ma'am Colis:**

I have read an article at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) that you have a job opening for one (1) Administrative Aide I Position (Laborer). I would like to apply for the said position.

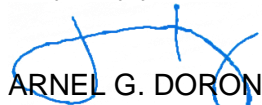
I am Arnel G. Doron, 33 years old, married with three children, a resident of Villa Soledad Brgy. Punta, Baybay City, Leyte. I am a very hardworking person and can perform multi-tasking efficiently.

As for my work experience, I was the pioneer computer operator of the VSU Computer Center, VSU Market area and worked in this from June 16, 2009 until December 2019. I transferred to the Department of Civil Engineering (DCE) of the College of Engineering and Technology in 2020, and worked as Laboratory Technician under the supervision of Engr. Epifania Loreto. I am still working as Laboratory Technician at DCE in this University until now.

I am also the chapel president of Sr. Santo Niño Sitio Lawis, Brgy. Punta, Baybay City, Leyte since August 2018. My position as Chapel president leads me to be elected as President of Villa Soledad Home Owners Association. I am confident that I can perform very well required for the said position. If given the chance, I will perform my duties and responsibilities with so much dedication and honesty with or without any supervision.

I am looking forward to hear from you soon. I am willing to come for an interview at your most convenient time. You may reach me at Department of Civil Engineering.

Very truly yours,



ARNEL G. DORON

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