

December 20, 2024

MARLON G. BURLAS

Director, Physical Plant Office
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

Good day!

I am reaching out to you regarding the posting for **Administrative Officer III** that I have found on your website. I am interested to be part of your team and I would appreciate it if you will consider me as a candidate.

I recently worked as a **Team Leader of the Refinery Mechanical Maintenance** for **PASAR Corporation**. I have enhanced my leadership and social skills by conducting Pre-task meetings with my team, supervising them during maintenance repairs to ensure plant reliability and availability, and communicating with the team members' job expectations, performance goals and give feedback when required to improve or correct their performance. I have also worked as a **QA/QC Engineer** for **SKAFF Construkt**, a contractor working inside PASAR Corporation from September 2023 until January 2024. I have improved my knowledge about civil and structural works especially in maintaining the quality of the structures needed for the rehabilitation of the areas. I have also worked as a **Safety Officer** for **SKAFF Construkt** from June 2023 until early September of the same year. Since then I have honed my leadership skills more in implementing the safety procedures for our workers, I've also gained more knowledge about construction works but I am exploring options to change jobs and pursue a field of work where I can learn more about the engineering field. During my college years, a lot of projects were given to us that involved observation, documentation, computation, fabrication and testing. Through these experiences, I have become proficient in the use of Microsoft Office, specifically that of MS Word, Powerpoint, Excel, and Publisher. Throughout my undergraduate study, I also involved myself in extra-curricular activities to develop my social and communication skills such as joining our University Unit for Junior Philippine Society for Mechanical Engineers, and even served as **President** for one (1) term way back on my fourth year in the University. Through such opportunity, I was able to actively participate as head of student delegation to the JPSME National Convention and join its activities. In addition to that, I have had my **student internship** at **Leyte IV Electric Cooperative Inc.** in Hilongos, Leyte as **Vehicle Maintenance Manager** for which I am grateful for the insights and knowledge I have acquired especially on the engineering aspect of my profession. In terms of my proactive people skills, I have had the chance to make use and develop them during my time as **ESL Online Tutor** in **ENGGO Global Co.** last 2021-2022 in the height of the pandemic.

I have passed the **Licensure Examination for Mechanical Engineers held last February 2023 and for Master Plumbers held last July 2024**. I will not hesitate to maximize and utilize my skills and dedication if such work opportunity be given to me. I will dedicate myself into learning and gaining more knowledge, as well as upskill myself for me to be able to contribute to the further development of the institution.

I appreciate the time you have allotted into reviewing my application. I hope to hear positively from you soon. God bless and more power to your office.

Best regards,


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