

## LETTER OF APPLICATION

March 19, 2024

**Dr. PROSE IVY G. YEPES**

President

Visayas State University

Baybay City, Southern Leyte

Dear President:

I am writing to express my interest in the position of Administrative Office V at your institution, Visayas State University. My name is **Rannie M. Sumacot**, and I am a 26-year-old professional from Talisay, Hinunangan, Southern Leyte.

As an experience **Head of Campus Information Systems and Analytics** (previously **Head of the Management Information Systems and Services**), I have developed a strong skill set in networking, network configuration, database management, internet configuration, and more. My 3 years of experience in the field, combined with my ongoing **Master of Science in Information Technology** (36 units already taken and now in my Thesis Writing), have provided me with a deep understanding of information systems and their role in driving business success.

I am excited to apply for this position at your institution, a highly respected institution known for providing quality education and fostering a culture of excellence in all aspects of its operations. As an individual who values innovation, collaboration, and critical thinking, I believe that my skills and experience make me a strong fit for this position.

In my previous roles, I have been responsible for the effective management and maintenance of campus information systems, including the development and implementation of technology solutions to improve campus operations. Additionally, my experience as an Instructor I have honed my communication, leadership, and analytical skills.

I am eager to contribute to the success of Visayas State University and to work collaboratively with a team of like-minded professionals to achieve a common goal. Thank you for considering my application, and I look forward to the opportunity to further discuss my qualifications with you.

Respectfully yours,



**RANNIE M. SUMACOT**

Applicant