

Julius R. Alvero

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Jesus Freddy M. Baldos

Head

Online Programs Office

Visayas State University – Main Campus

ViSCA, Baybay City, Leyte 6521-A

Dear Mr. Baldos,

I am reaching out to you regarding the job posting that I have read from the Civil Service Commission Region 8's website for the **Education Research Assistant I** position. I believe I have the necessary skills and experience to perform the duties of the abovementioned position and I would appreciate your consideration as an applicant for this role.

By the way, I was an Overseas Filipino Worker (OFW) in Malaysia who just came back to the Philippines on September 20, 2020. I am now considering working here in the Philippines for good.

For the past five (6) years, I was employed as a computer programmer and able to gain not just technical skills but also professional skills. I have tried managing a team to develop systems based on the specified changes or requirements provided by the SMEs (subject matter experts). I have also been involved in working directly with clients including face-to-face interaction. I believe that my experience in working with diverse people (some with different races) is useful should I be able to work for this position.

In addition, I served the Department of Agriculture – Regional Field Office VII as a support staff (job order worker) for one (1) year – my first job after getting my bachelor's degree. Also, I was hired as a student assistant (data encoder) by the Office of the University Registrar of VSU – Main Campus to assist them for two (2) enrollment periods (first and second semesters of AY 2011-2012).

I appreciate your time in reading this letter and I hope to hear from you regarding the next steps. Please refer to my latest CV to view my detailed work experiences. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



Julius R. Alvero