

May 5, 2024

**Honey Sofia V. Colis**

Director

Human Resources Management Office (HRMO)

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am:

Good Day!

I am Mencius B. Lesidan, an Agricultural and Biosystems Engineer with PRC License no. 0007720. I learned from the Visayas State University (VSU) website's job portal that VSU needs a Project Development Officer II. I wrote this letter to express my interest in applying for the vacant position.

With my 10 years as a Science Researcher (job order) at the National Coconut Research Center-Visayas, I believe that the experiential knowledge I have acquired will enable me to perform the tasks needed for the vacant position. I was involved in research and extension programs, particularly in planning, implementing, and managing concerns related to engineering aspects like designing and preparing engineering plans for proposed buildings, and machines. I have written, presented, and published technical research papers at national and international conventions. Also, I was tasked to teach and extend relevant knowledge to coconut farmers and clients as a resource speaker. Moreover, I was a part-time instructor at the Department of Mathematics and Physics which further molded me in my future endeavors.

Thank you for taking the time to review my application and I hope that my application will receive a favorable reply from you. For further information please refer to the attached resume.

Soli Deo Gloria!

Respectfully yours,



**MENCIUS B. LESIDAN**