

Mark Gil A. Medrano
+639175950307
markgil.medrano88@yahoo.com

February 20, 2022

Ms. Honey Sofia V. Colis
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Ms. Honey,

I am writing this letter to express my interest in applying for the vacant position of Science Research Specialist I with Plantilla Item No.: SRAS1-8-1998 and Place of Assignment at VSU Main as posted on CSC Job Portal. I found the said job posting relevant because I graduated a Bachelor's degree in engineering which meet your requirement.

For almost eight years of handling technical people I develop my communication skill to different people and manage different types of personalities. I also develop critical thinking, thus enable to address the problem during difficult situation. Moreover, I am much willing to be trained for further improvement and develop new skills. And I am also seeking a mid-level position in the government where I can utilize my knowledge, skills and experience for the welfare of the citizens.

Thank you for your time reading my intent letter. And I am delighted to have the opportunity to contribute significantly in running government programs.

I appreciate your consideration and look forward to hearing from you soon.

Sincerely,

Mark Gil A. Medrano