

June 13, 2025

**RAYMUND M. IGCASAMA**

University Registrar  
Visayas State University  
Visca, Baybay City, Leyte

Respected Ma'am/Sir,

With full encouragement and dedications, I am writing to express my interest on the job posting for the position of **School Credits Evaluator** at your esteemed organization.

I'm Ian M Garcia, female with a Bachelor Degree in Civil Engineering, Safety Officer 2 and with more than 2 years of experience as an Intake coordinator. Where I prepare and manage the documents needed for the patients to get a procedure, as an intake coordinator I make sure that the documents are accurately prepared with little to no mistake. With these I have gained my skills in organizational, planning, technical and efficiency to attain resulting goals. I'm passionate with my work, keen to detailed and critical thinker. It would be a great honor for me to contribute to your organization and develop my skills under your guidance.

Attached is my personal data sheet and other supporting documents for your reference and evaluation.

Thank you for considering my application. I look forward for the opportunity to discuss further.

Sincerely,

  
IAN M GARCIA, SO2