

March 17, 2025

**ENGR. SEAN O. VILLAGONZALO**

Director, University Information and Communications Technology Services  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Engr. Villagonzalo**:

Warm greetings!

I am writing to express my interest in the Computer Maintenance Technologist I position at University Information and Communications Technology Services, VSU, as posted in the VSU HRIS website. With a background in data processing, web app development, administrative support, and IT support services. I am certain that my skills and experiences may help a lot for this role.

In my previous role as an IT specialist, and multimedia production specialist in University Integrated Media Center (known today as University Integrated Media and Public Affairs), I've acquired attention to detail, and problem solving skill through learning audio/visual IT equipment, basic network or any IT related troubleshooting in the office as well as during live productions from 2021-2023. I have also honed my skills in problem solving by building web applications as computer programmer II in Management Information Systems Unit from 2024 up to present.

I am eager to bring my diverse skill set, and enthusiasm for this position to your team at UICTS. I know that my background, coupled with my dedication, passion in the world of information technology and proactive approach, would make me a valuable asset to this institution.

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with your needs. Please find the required documents attached for your review. I am available for an interview and can be reached via 0906-395-2338 or [ijsgumaod@gmail.com](mailto:ijsgumaod@gmail.com).

Sincerely,

**IVAN JOSEPH B. GUMAOD**

Applicant