

February 16, 2024

Toni Marc L. Dargantes
Head, Planning Office
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

Good day! I am writing this to express my interest to apply for the available position for Planning Officer 1. I firmly believe that my education, experience in the field, along with my skill-set and leadership capabilities not to mention my work ethics, would make me an invaluable addition for your team. As such, I am highly interested in joining your team.

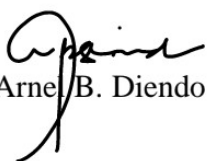
Last 2017, I obtained my Bachelor's degree in Mechanical Engineering at Visayas State University and also the same year, passed the Licensure exam for Mechanical Engineers.

In my field, I have gone through various projects and positions: QA/QC Engineer for Toyota Marikina and Alviera Country Club, Pampanga, Project Engineer for Grand Tower Cebu and Hop-inn/Holiday-inn Cebu, Project Engineer/Quantity Surveyor for Juanito Tower Cebu, and among others. Specializing Fire Protection Sprinkler System, Mechanical, Plumbing and Sanitary works. And as of the present, I am an Engineer (Quantity Surveyor) for IPDMMO at Visayas State University since February, 2022.

I am confident that I have a lot to offer to your establishment and am keen to take on an opportunity that will enable me to develop my professional skills and experience. I am enthusiastic, eager to learn, self-motivated and I enjoy working as part of a team as well as being able to work on my own initiative.

Thank you for taking time reading my application and for your consideration. I would love to come in for an interview and I am looking forward to hear from you.

Sincerely,



Arnel B. Diendo