

Poblacion Zone 11  
Baybay City, Leyte  
6521-A Philippines

August 5, 2021

Office of the Director for Human Resource Management  
Visayas State University  
Visca, Baybay City, Leyte

Sir:

Good day!

This is to respectfully express my earnest desire to be part of your institution. I am a graduate of Bachelor of Science in Information Technology at STI Cotabato. I am also a graduate of Computer Programming Administration and Information Management at iQ.net Computer Technology College at Cotabato City. However, I would like to apologize I did included the degree BSIT on my resume and pds since my TOR and diploma was left at Cotabato City and what I have now is my TOR and diploma for my 2<sup>nd</sup> degree course.

In terms of experience, I believe I have the capabilities and skills for the vacant position at your office. Currently, I am a clerk/ process server at Provincial Prosecutors office at Baybay City. I can work under pressure and get used working overtime. Also, I was a Data Encoder at DepEd (ARMM) and a Computer System Operator at DILG (ARMM). I believe that being a graduate related to Computer could be one of my edges for this position. Having also knowledge about electronics and being an electrician were my additional skills. I am greatly interested in this vacant position and hoping to be part of your office.

I am attaching here my documents for your further evaluation and perusal. Should you find this application merit for interview, you can contact me at 09156949525.

Sincerely yours,

SHERWIN CORAZA  
Applicant