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March 24, 2025

**HONEY SOFIA V. COLIS**

Director, HRMD VSU  
Baybay City, Leyte  
jobs.vsu.edu.ph

Dear **HONEY SOFIA V. COLIS**,

I was delighted to see your job hiring for **ADMINISTRATIVE ASSISTANT I(Computer Operator I)** on the website, <http://csc.gov.ph/career> assigned at **VSU MAIN (Procurement Office)** with **Plantila item no. ADAS1-88-2023**. As a BSCpE or Bachelor of Science in Computer Engineering graduate, I have about an ample year of practical experience in computers, both in hardware and software applications. I can help with everything related to computers and other technologies.

I have strong written and oral communication skills. I possess teamwork, interpersonal skills, flexibility, dependability, creativity and adaptability. I will do anything you ask of me.

I have also passed the recently concluded **JUNE 19, 2022 CAREER SERVICE – PROFESSIONAL EXAM**. And as an engineer, I am well-educated in numbers and operations, management and safety operations.

I am also currently teaching **Computer Programming subjects and Technical Courses** at **STI Calbayog**.

I look forward to discussing the **ADMINISTRATIVE ASSISTANT I(Computer Operator I)** position and my qualifications with you in more detail. I'm available to talk at your convenience. I'll be in touch for a couple of days expecting to receive your feedback for my application.

I'm willing to relocate if you ever hire me for the job.

Thank you so much for your time and consideration.

Best Regards,



MELVIN TAN PACAMPARA