

August 4, 2022

EUSEBIO R. LINA JR.
Department Head
Department of Mathematics
Visayas State University
Visca, Baybay City, Leyte

To whom it may concern;

I, Eliza Mae A. Ycoy, am writing this letter to inform you of my intent to be an instructor of the Department of Mathematics or any position qualified of the Civil Engineering Department. I am a graduate from Visayas State University with a degree of Bachelor of Civil Engineering. I recently passed the Civil Engineering Board Exam last May 2022.

I have decided to use this opportunity of taking the said position to further develop my skills as an engineer and to be exposed to more challenging professional atmosphere. I believe that your company will provide me the perfect working environment that I am seeking for.

Attached is my resume for further reference. I would enjoy discussing this position with you further and I am happy to provide any additional information if needed. Thank you for your time and consideration.

I would be pleased to receive a positive response from you regarding this matter. You may reach me through this number (0907- 1724696)

Thank you and God Bless!

Respectfully yours,


ELIZA MAE YCOY
Applicant