

February 16, 2024

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

Dear Mr. Dargantes,

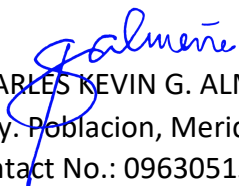
I'm pleased to be applying for the position of Planning Officer I. I have a great interest in this position and would appreciate your consideration as a candidate for the role.

I am a graduate of Bachelor of Science in Civil Engineering, Visayas State University. I had some practical experiences during my college as part of our curriculum in our school. I have acquainted myself with a range of skills that would allow me to blend with your cooperation. My internship also provided me some experience on different civil engineering works.

I have excellent skills that are relevant to civil engineers. I have a thorough knowledge of the process of construction in ground engineering projects and also excellent interpersonal and communication skills. My organizational and multitasking are advanced.

I am hoping for your consideration of this application letter. Thank you!

Sincerely Yours,


CHARLES KEVIN G. ALMEÑE
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