

DECEMBER, 2023

**Engr. Ronard G. Paña**

Department of Mechanical Engineering  
College of Engineering and Technology  
Visayas State University  
ViSCA Baybay City  
Leyte

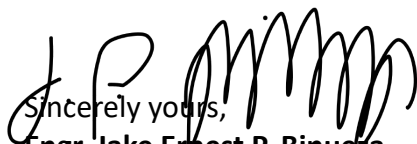
Dear Ma'am/Sir:  
Greetings!

I'm writing to explore the possibility or availability of position in this academic institution. I am a graduate of Visayas State University and took Bachelor of Science in Mechanical Engineering. I am currently enrolled at the University of San Carlos under the Masters of Science in Mechanical Engineering program with thesis as my final requirement to graduate.

Working for this institution particularly interests me because it enables me to make use of my skills learned through time and experience. I have developed some of my skills that can be very useful in carrying out the duties which may be useful in whichever responsibilities I am assigned to and I am willing to learn and develop other skill set for my development.

Should my application merit your consideration, I am very much willing to come to your office to have an interview at your available time. You may contact me through my number 0999-408-0889 and/or through my email [binueza.jake@gmail.com](mailto:binueza.jake@gmail.com).

I am hoping for a favorable response. Thank you and God Bless.

  
Sincerely yours,  
**Engr. Jake Ernest P. Binueza**  
Applicant