

Application Letter

June 21, 2021

Hi Good day Maam/Sir,

I am Mark Joshua Quevedo and I have read a job vacancy for an Administrative Officer II position posted in the Visayas State University website. I graduated last 2012 as BS Computer Science here in Visayas State University and units in MS Information Technology in University of San Carlos before graduating MS Agronomy in 2018 at VSU.

I have worked as an Editorial Assistant for the peer-reviewed International Journal of the Visayas State University; Annals of Tropical Research for three years from 2013-2016 under Dr. Victor B. Asio and currently, I work as an IT Specialist and Editorial Assistant in the Office of the Graduate School in Visayas State University for almost three years, helping facilitate the online enrollment for the graduate students, Science and Humanities Journal review facilitation and Graduate School website and database development and maintenance, organizing ISO files and documents. I am also a civil service eligibility passer (professional level) which I have taken last 2014.

I would be grateful if you would add my name to your pool of potential job candidates in your esteemed office. I have attached here in my letter my credentials for possible evaluation for the said job vacancy. Please kindly let me know if I can provide you with any further information. You can reach me through my cellphone number at 09464729894 or my official email address at mark.quevedo@vsu.edu.ph.

Thank you for your time and consideration, and forthcoming response.

Sincerely,

Mark Joshua Quevedo