

March 16, 2025

Sean O. Villagonzalo
Director
University Information and Communications Technology Services
Visayas State University
Visca, Baybay City, Leyte

Dear **Sir**,

I am writing to express my interest in the **Computer Maintenance Technologist I** position posted on the jobs.vsu.edu.ph website. As a graduate in Electronics Engineering with an Electronics Technician license, I am confident that my skills and qualifications align well with the requirements outlined in the job description.

During my studies, I honed my abilities in:

- **Technical Proficiency:** I am adept at using various computer applications, including Microsoft Office Suite, Google Workspace, and Python programming. My electronics background allows me to quickly learn and adapt to new technologies.
- **Organization and Time Management:** I am an organized individual with strong time management skills, honed through juggling coursework and projects. I am confident in prioritizing tasks, meeting deadlines, and maintaining an efficient workflow.
- **Problem-solving and Adaptability:** I am a resourceful person and can think critically and find solutions under pressure. My adaptability allows me to learn new tasks quickly and adjust to changing priorities efficiently.

While I may not have extensive experience, I am confident that my technical background, strong organizational skills, and dedication to learning make me a valuable asset to your team. I am eager to learn, contribute, and grow alongside your experienced staff.

Thank you for considering my application and I look forward to hearing from your team soon. I can be reached at **09771329587** or **joy.nicopayo@gmail.com**.

Sincerely,



Joy Nico Payo