

ALAIN A. BONIFE
ALTAVISTA ORMOC CITY LEYTE
6521

February 22, 2024

DEAR HONEY SOFIA V. COLIS
Director, HRMO
VSU, BAYBAY CITY, LEYTE

I'm writing to express my interest in the position of **Administrative Assistant V** at Visayas State University main campus. I've read the posting for this job in the VSU HRIS. I believe my knowledge, skills, attitudes and qualifications make me an ideal fit for this job.

I am a license REGISTERED MASTER ELECTRICIAN and a trainer TESDA/TVET EIM NC II. I consider myself an asset to help Visayas State University implement all established standards of service delivery for customer satisfaction and maintain peace and order so that VSU will be more conducive to standard learning, research and extension program.

I've earned my bachelor's degree in Electrical Engineering at Eastern Visayas State University – Main Campus, Tacloban City and took the board examination on September 2016 and passed with the rating of 75. My license as a registered master electrician is active at present. I have also building wiring eligibility for my current position as Administrative Aide VI regular here in VSU and a member of National TVET Trainer in Electrical Installation and Maintenance NC II.

I'm applying for this position so that my knowledge skills and attitudes gained during my studies in college and as trainer in EIM NC II would be in great use for the benefits of this institution and my family as well.

Sincerely,
ALAIN A. BONIFE