

June 10, 2024

PROSE IVY YEPES, Ed.D.

University President
Visayas State University
Baybay City, Leyte

Thru:

SEAN O. VILLAGONZALO

Head, Information and Communication Technology Management Center

HONEY SOFIA V. COLIS

Director, Human Resource Management Office

Dear Dr. Yepes,

I am writing to express my keen interest in the **Computer Maintenance Technologist I** position (**Plantilla Item Number: CTMT1-17-2023**) at the **Information and Communications Technology Management Center (ICTMC)** of the **Visayas State University**, as advertised. With my background in Electronics Engineering and hands-on experience in the ICT field, I am confident that I possess the technical expertise and dedication required for this role.

I graduated with a Bachelor of Science in Electronics Engineering from AMA Computer College Tacloban, where I gained extensive knowledge in computer networking, programming (C, C++, Python, and MATLAB), and embedded systems, including Arduino development. My education also equipped me with strong skills in circuit analysis, design, and electronics troubleshooting.

To further enhance my qualifications, I have obtained certifications in **IT Support Specialization** from *Google* and *Coursera*, **Networking Essentials** from *Cisco Networking Academy*, and **Career Essentials in System Administration** from *Microsoft* and *LinkedIn*. Additionally, I hold an NCII certification in **Electrical Installation and Maintenance**, with specialized competencies in *CCTV* and *FDAS* systems from the *Technical Education and Skills Development Authority (TESDA)*.

Passing the **Career Service Professional Examination** in **August 2022** has solidified my professional eligibility for this position. This accomplishment reflects my strong *analytical* and *problem-solving skills*, *critical thinking abilities*, and adherence to *professional ethics*.

I am particularly drawn to this opportunity at Visayas State University because of its commitment to *academic excellence* and its strategic role in *advancing technological capabilities* in the region. I am eager to contribute to the university's mission by ensuring the effective *installation, maintenance, and troubleshooting of ICT systems*.

Enclosed are my fully accomplished *Personal Data Sheet, academic credentials, certificate of eligibility, and training certificates*. I am looking forward to the opportunity to discuss how my skills and experiences align with the needs of your team.

Thank you for considering my application. I hope to bring my technical skills and passion for ICT to Visayas State University.

Sincerely,

A handwritten signature in black ink, appearing to be 'GD Nim', written in a cursive style.

Gary Daniel Nim