

May 10, 2024

**DR. MOISES NEIL V. SERIÑO**

Vice President for Planning, Resource Generation & Auxiliary Services  
Visayas State University  
Visca, Baybay City, Leyte

Dear Mr. Dargantes,

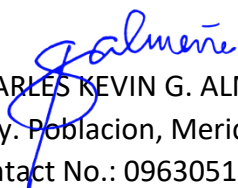
I'm pleased to be applying for the position of Project Development Officer I. I have a great interest in this position and would appreciate your consideration as a candidate for the role.

I am a graduate of Bachelor of Science in Civil Engineering, Visayas State University. I had some practical experiences during my college as part of our curriculum in our school. I have acquainted myself with a range of skills that would allow me to blend with your cooperation. My internship also provided me with some experience on different civil engineering works.

I have excellent skills that are relevant to civil engineers. I have a thorough knowledge of the process of construction in ground engineering projects and excellent interpersonal and communication skills. My organizational and multitasking are advanced.

I am hoping for your consideration of this application letter. Thank you!

Sincerely Yours,

  
CHARLES KEVIN G. ALMEÑE  
Brgy. Poblacion, Merida, Leyte  
Contact No.: 09630515768  
Email: charles.almene@vsu.edu.ph