

Ian Rovel V. Oclinaria
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February 07, 2023

Engr. John Allan A. Gulles
Head, ILFMU
Visayas State University
Baybay City, Leyte

Dear Engr. Gulles,

I am writing to apply for the Administrative Aide VI position (Electronics & Communication Equipment Technician I) advertised in VSU Website. As requested, I am enclosing my certification, my resume, and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I strive for continued excellence
- Demonstrates high standards of professional behavior

With a BS degree in Information Technology, I have a full understanding of the full lifecycle of Technology. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at irvoclinaria@gmail.com, or my cell phone, 09091006359 or 09166001649.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Ian Rovel V. Oclinaria