

January 18, 2020

**LOURDES B. CANO, PhD**

Director, Administration and Human Resource Development Office  
Visayas State University  
VisCA, Baybay City, Leyte

Dear Madam:

Good day!

With this letter, I wish to express my strong interest for an Architect II position that your institution is offering. I consider that my certification coupled with the knowledge and skills that I gained through hands-on experiences will be helpful in meeting the job responsibilities.

I am MARQ A. DE LA CRUZ, a registered and licensed architect, 33 years old, single and residing at B7 L2 Lolita Heights Subdivision Apitong, Tacloban City, Leyte. I completed my education at Eastern Visayas State University, earning a Bachelor of Science in Architecture degree and followed by a 2-year post graduate apprenticeship at LLBG + SMSG Architecture Interiors and Design Studio. I have recently worked at the Department of Health (DOH) Regional Office VIII as Architect II (Job Order) assigned in Northern Samar Province thru the Health Facilities Enhancement Program of the said government agency for a year and a month.

Attending school and working at the side showed me how to be flexible in adjusting for odd and unexpected hours and working around projects effectively. It also taught me how to adapt to changing environments while maintaining solid and friendly relationships with co-workers. Throughout my experiences, I have been involved in a number of successfully completed projects. From general office management to creating AutoCAD and construction documents, I believe that I will be able to bring great value to any team or project.

I am looking forward to visit your office for an interview. I can be reached through my cell phone number +639199611552 anytime at your convenience. For further information regarding my personal background, attached herewith is a resume. I hope my qualifications merit to your deliberation.

Thank you in advance for your time and consideration.

Sincerely,

  
**MARQ A. DE LA CRUZ**  
Applicant