

February 2024

DR. EDGARDO V. TULIN

VSU President

VSU Main Campus (Planning Office)

Visca, Baybay City, Leyte

Sir:

I am writing to express my interest in applying in your office as Planning Officer I, as posted. My name is Lucy Marie D. Realino, and I graduated from Eastern Visayas State University with a degree of Bachelor of Science in Architecture in July 2020.

With a solid educational background and 2 years of hands-on experience in architectural design and drawing, specifically in field supervision, and has over all administrative management during construction. I believe I bring a compact and diverse experience needed for this job, which I highly consider as an opportunity for personal growth and professional development.

My proficiency in design software and applications includes Autodesk AutoCAD suites, Photoshop, Sketchup, V-ray, and Lumion. Additionally, I am well-versed in office applications such as Microsoft Office, PowerPoint, and various Adobe applications. My skill set extends beyond technical capabilities, as I am adept at communication and organization, which are essential for collaborating on both social and government works.

I am excited about the prospect of contributing my skills and experiences to your team. I believe that my passion for architecture, coupled with my technical and technological proficiency, would make me a valuable asset to your office. I am eager to work with the talented individuals and contribute to the success of the works undertaken.

Attach here is my Curriculum Vitae, and I look forward to the opportunity for an interview to discuss how my skills and background align with the needs of your team, you may contact me on: lucymarierealino@gmail.com or my phone number: 09451038320.

Sincerely yours,


LUCY MARIE D. REALINO

Applicant