

May 9, 2024

DR. MOISES NEIL V. SERIÑO

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

THRU: MS. HONEY SOFIA V. COLIS

Director - HRMO

DEAR SIR:

In conjunction with your job posting on the Civil Service Commission' website, I am pleased to learn that your Institution's Planning Office is in need of "**Project Development Officer III**" since my career goals and knowledge are directly fit with this opportunity.

As a Registered Architect, Licensed Environmental Planner and accredited CPES Evaluator, I am therefore applying for the posted job aforementioned above.

My enduring aspiration to pursue my career infuses me to willingly accept a job preferably related to my profession. I believe that a challenging environment such as yours will provide an enviable time for me to best utilize my proficiencies.

Herewith enclosed are my documents which contain needed information on my experiences and skills. I can be reached thru 0926-535-8883 or elvin.cabanero@vsu.edu.ph or primearchplanner@gmail.com.

Thank you for your time and consideration. I shall look forward to further discuss with you about this opportunity.

Sincerely yours,

ELVIN A. CABAÑERO

Applicant

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