

March 13, 2025

**HONEY SOFIA V. COLIS**

**Director, HRMD**

**VSU, Baybay City, Leyte**

Dear Ma'am / Sir,

I am writing to apply for the Computer Maintenance Technologist I position that was posted on your website. As requested, I enclose my Certification, Personal Data Sheet, Transcript of records and other references. The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. I am currently a Systems and Network Engineer in one of the largest retail chain companies here in the Philippines.

With a BS Degree in Information Technology, I have been working in the field of Information Technology and have a comprehensive understanding of the full lifecycle of a computer hardware, software components, systems, networks and troubleshooting.

I passed the Civil Service exam at both Sub-professional level on August 7, 2022 and Professional level on March 26, 2023.

I can be reached anytime at my mobile number 09389256949 or via email at [keyrowbeam@gmail.com](mailto:keyrowbeam@gmail.com)

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

Sincerely,



**CHERUBIM N. DOQUE**