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Honey Sofia V. Colis
Director, HRMD
VSU, Baybay City, Leyte

Dear Dir. Colis,

I am writing to express my interest in applying for the position of Computer Maintenance Technologist I at the Visayas State University, as advertised at the Civil Service Commission page. With a comprehensive background in Information Technology and practical experience in computer maintenance, hardware troubleshooting, and network management, I am confident in my ability to contribute effectively to the technical team at VSU Main (ICTMC).

I hold a Degree in Bachelor of Science in Information Technology from Southern Leyte State University, and I have accumulated over (7) seven years of hands-on experience working as an IT Technical Support. With specific expertise in the maintenance, troubleshooting, and repair of computer systems. Over the course of my career, I have gained experience in installing, configuring, and ensuring the optimal performance of computer hardware and software. I am also well-versed in performing system diagnostics, implementing preventive maintenance, and ensuring systems run smoothly for end-users.

My qualifications and responsibilities have included:

- Regular maintenance and upgrading of computer systems, servers, and workstations.
- Troubleshooting and resolving hardware and software issues in a timely manner.
- Performing preventive measures and system diagnostics to ensure operational efficiency and minimize downtime.
- Providing technical support and training for end-users to help them maximize system usage.
- Ensuring that IT infrastructure complies with security protocols and standards.

I am drawn to the opportunity at VSU Main (ICTMC) because of its significant role in public service and its commitment to innovation and modernization. I am confident that my technical skills, coupled with my dedication to delivering quality IT solutions, would allow me to contribute meaningfully to the institute's operations.

Enclosed is my Personal Data Sheets and other required documents for your review. I would welcome the opportunity to further discuss how my skills and experiences align with the goals of VSU Main (ICTMC). Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,
Shawn Lyndon A. Maglines