

May 17, 2024

HONEY SOFIA V. COLIS
Director, HRMO
Visayas State University
Baybay City, Leyte

Dear Ma'am,

Please accept this letter as a formal application to join your agency. I am definitely interested to be part of your team upon hearing that you were looking for a Project Development Officer I on permanent status of employment to be assigned in Project Management Unit with the Plantilla Item No. PDO1-1-2023 at Visayas State University.

As a former employee at Freight Process Outsourcing Solutions Inc. (FPOSI) and a Site Engineer from Kauie Builders, I wish to bring my knowledge, skills, and commitment to excellence to the respected department. Moreover, I am also driven to learn new things where it can help me to improve my current skills. Rest assured that I am willing to undergo any intensive training in able to do the job or task that will be given to me properly.

Furthermore, I obtained my bachelor's degree at Eastern Visayas State University – Tacloban Campus where I took the course Bachelor of Science in Civil Engineering. I also pass the Civil Engineering Licensure Exam on 25th of November 2023.

My personal data sheet is attached for your evaluation. Hoping for positive feedback on this matter. Your time and consideration are deeply appreciated.

Thank you and more power to the agency.

Best regards,
Orvell D. Olan
Applicant