

**To: HONEY SOFIA V. COLIS**

Director, HRMD

VSU, Baybay City, Leyte

**From:** Alain A. Bonife

**Subject:** Application for Electrical Inspector II Position

Dear Ma'am/Sir,

I am writing to express my interest in the opening for an **Administrative Assistant II (Electrical Inspector II)** at Physical Plant Office VSU Main Campus. I have a Bachelor's degree in Electrical Engineering and have a Registered Master Electrician License, with over 13 years of experience as an Electrician in the electrical industry, I am confident I could bring a wealth of knowledge and expertise.

I am an experienced and motivated Electrician. I have extensive knowledge of safety codes and regulations, and I have an in-depth understanding of electrical systems and components. I have an ability to identify and correct any deficiencies in electrical systems, and I am knowledgeable in the use of test equipment and electrical meters.

My extensive experience in the field has enabled me to develop strong problem solving and interpersonal skills. I am also proficient in using computer software to create and maintain reports.

I am confident that my experience and skills will make me a valuable asset to your organization. I am eager to demonstrate my abilities in an interview and look forward to discussing how I can contribute to your team. I have included my resume and references for your review.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Alain A. Bonife