

Ian Rovel V. Oclinaria
Ramon Magsaysay Ave., Zone 17
Baybay City, Leyte, 6521
09091006359
irvoclinaria@gmail.com

February 07, 2023

Honey Sofia V. Colis
Director, ODHRM
Visayas State University
Baybay City, Leyte

Dear Dir. Colis,

I am writing to apply for the Administrative Aide VI position (Electronics & Communication Equipment Technician I) advertised in VSU Website. As requested, I am enclosing my certification, my resume, and Two references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I strive for continued excellence
- Demonstrates high standards of professional behavior

With a BS degree in Information Technology, I have a full understanding of the full lifecycle of Technology. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at irvoclinaria@gmail.com, or through my number, 09091006359 or 09166001649.

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

Sincerely,

Ian Rovel V. Oclinaria