

December 20, 2024

HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Honey,

I would like to express my interest to apply for the position of Administrative Officer 1 at Physical Plant Office .

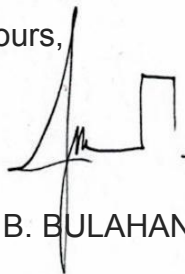
I am currently employed as Civil Engineer at Building, Housing, Maintenance Unit at the Physical Plant Office

I wanted to venture into a new task, so I decided to apply for the position to grow more, learn new things, and also be able to contribute to the success of the Office. I am a hardworking person. I can work under pressure with less supervision, so it will not be a headache if you give me this opportunity.

Further examples of my skills and achievements are outlined on my Resume. I will grab every opportunity to learn more. I can be reached anytime via email at bulahaneduardojr@gmail.com or my cellphone number: +639 10-635-4809.

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

Sincerely Yours,

A handwritten signature in black ink, appearing to be 'Eduardo B. Bulahan Jr.', written over a faint circular stamp.

EDUARDO B. BULAHAN JR.