

February 10, 2021

MA. RACHEL KIM L. AURE

Director

Office of the Director for Instruction and Evaluation

Visayas State University

ViSCA, Baybay City, Leyte

Dear **Ms. Aure**,

I am writing to express my interest in the opening for **Education Program Specialist II** position posted on the internet (VSU Website).

I am offering a 17-year working experience in the fields of Customer Service, Order Management, Logistics and Supply Chain Management all in the corporate industry set up and Budget Management and the implementation of eBPLS (online business permit processing) in the local government. I have a Master's Degree in Business Administration and I am currently taking my Doctorate Degree in Management Technology Major in Public Resource Management. The attached Personal Data Sheet and Work Experience Sheet highlights my career profile and my significant accomplishments.

I'd welcome the opportunity to speak with you if you feel I am a strong candidate for the position or any other position in your organization. I can be reached at this email address or through my mobile number 09228011478.

Sincerely,

Edgar Joel F. Aboy, CoE, MBA