

30 December 2023

EPIFANIA G. LORETO

Department Head

Department of Civil Engineering

Visayas State University

Visca, Baybay City, Leyte

Dear Prof. Loreto;

I am writing this letter to apply for an **Instructor** position at the University. I learned about the position through jobs.vsu.edu.ph. It would be a great privilege and opportunity for me to be part of your team.

I am a graduate of Bachelor of Science in Civil Engineering at Visayas State University–Main Campus last June 2020. I passed the May 2022 Civil Engineering Board Exam and the February 2023 Master Plumber Licensure Exam. I have almost a year of experience as an Engineering Aide in our Municipality. Most of our work focuses on Plan Making, Site Supervision, and Bidding Preparation. Moreover, I have seven (7) months of experience as a Site Engineer in Tower Retrofitting and Tower Erection at MK Zack Builders Corporation. Lastly, I have experience as a Part-time Instructor at Visayas State University – Department of Civil Engineering in the first semester of the Academic Year 2023-2024.

It would be a pleasure for me to discuss the opportunities. You can contact me at +63 907 027 3470 / +63 981 879 8049 or send me your message through email, (bdngamutan@gmail.com / ben.gamutan@vsu.edu.ph) and Facebook (Ben Gamutan) for further verification along with this application.

Together with the cover letter, I attach herewith my resume and Transcript of Records (TOR) for your full consideration. I appreciate your time reviewing my application, and it will be a pleasure for me to attend an interview with you at your convenient time. I would be very excited and pleased to be informed as one of the chosen Instructors in this great institution.

Sincerely,



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