

5 AUGUST 2023

HONEY SOFIA V. COLIS
DIRECTOR, HRMO
VSU, BAYBAY CITY, LEYTE
jobs.vsu.edu.ph

Greetings!

I am Romeo Lewis H. Tan, an Electronics Engineer, and writing this letter to express my great interest in applying for the position of Administrative Assistant V (Electronics & Communications Equipment Technician III) at your prestigious university.

Currently, I am employed at Eastern Visayas State University, Tacloban City as Instructor I under the Electronics Engineering Department, during my time at the University, I have handled different courses ranging from basic engineering mathematics such as; *Analytic Geometry and Solid Mensuration* to professional courses, specifically in the field of communications, subjects such as; *Principles of Communication, Modulation and Coding Techniques, and Transmission Media and Antenna System and Design*.

Moreover, I serve as the Faculty Laboratory in charge of the Electronics Engineering Department since 2020. I am in charge of keeping inventory of laboratory equipment, calibration, maintenance, preparation of Project Procurement Plans, and aiding our students in their day-to-day laboratory work. I also serve as a member of the technical working group for Electronic Tools, Supplies, and Equipment for the university's Bids and Awards Committee, and as Extension Service Coordinator for the Electronics Engineering Department all at once.

I took my internship at PLDT Cebu, under the Visayas Fixed Access Transport Division, where I primarily worked with transmission lines.

My interest in the field of ECE falls in the area of electronic communications, which piqued me to pursue the National Telecommunications Commission's Amateur Radio Operator and First Class Radiotelephone Examination last April 2023, where I passed both examinations at the same time.

Now, I believe that my knowledge, experiences, and my deep interest in electronic communications would contribute to the position I am humbly applying for.

Should you have any concerns or clarifications, you may directly contact me through email at romeolewistan@gmail.com, or through my mobile at 09993091620.

Sincerely,


ROMEO LEWIS H. TAN, ECE
Applicant