

May 16, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Greetings.

I am taking the chance of writing this letter in relevance to the job vacancy of **Project Development Officer I** (PDO1-2-2023) in your good office.

I graduated from Eastern Visayas State University – Ormoc Campus with the degree in Bachelor of Science in Mechanical Engineering last July 2023. And just recently I passed the February 2024 Mechanical Engineer Licensure Examination.

As an engineer, I have the qualities of professional collaborative mindset to provide solutions to the problems. I am skilled in AutoCAD software, adept in analytical and problem-solving skills, leadership, and **management**. Thus, I am positive that I am the best fit for the position I am applying for.

I appreciate the courtesy of an interview at your convenience. For future use, I shall leave my contact information: 0927 736 5452 or via email at joshualanzaderas48@gmail.com.

Thank you.

Respectfully,


JOSHUA S. LANZADERAS
Applicant