

July 24, 2024

SEAN O. VILLAGONZALO

Head

Information and Communication Technology Management Center

Visayas State University

Visca, Baybay City, Leyte

Dear Mr. Villagonzalo,

I am writing to express my interest in the Computer Programmer I (Casual) position at the Information and Communication Technology Management Center of Visayas State University. As a highly skilled and experienced IT professional, I believe I have the necessary qualifications and expertise to make a valuable contribution to your team.

With a Bachelor's degree in Information Technology and several years of experience in the field, I possess a strong background in various areas of IT such as hardware and software troubleshooting, network administration, and web development. Moreover, I am proficient in a range of programming languages including Java, PHP, and HTML/CSS.

In my previous roles, I have demonstrated an ability to work well under pressure, handle multiple tasks, and meet tight deadlines. I have also been commended for my excellent communication skills and ability to work collaboratively with team members to achieve common goals.

I am confident that my qualifications and experience make me a strong candidate for the position of Computer Programmer I (Casual) at the Information and Communication Technology Management Center. I would be thrilled to have the opportunity to contribute my skills and expertise to your organization and help advance its technological capabilities.

Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,

Jake Marvin C. Villegas