

January 5, 2023

Epifania G. Loreto
Head, Department of Civil Engineering
Visayas State University
ViSCA, Baybay City, Leyte, 6521

Dear Ma'am,

Good day!

I am writing this letter to express my interest in applying as a Part-Time Instructor, job code PUOAHG, under the Department of Civil Engineering, Visayas State University, Baybay City, Leyte.

It will be an excellent opportunity for me to gain experience in your good office that will be useful in my future endeavors as a newly registered civil engineer. I am keen to expand my professional abilities and seek new challenges in my chosen field. I am adept in AutoCAD, SketchUp, and MS software. I have a very high degree of commitment to my work. Furthermore, I believe that my positive attitude, honesty, professionalism, strong work ethic, and adaptability can significantly contribute to your institution's excellent service and efficiency. I hope to bring my knowledge, skills, and dedication to your university.

As for my academic background, I earned my bachelor's degree in Civil Engineering at Southern Leyte State University – Main Campus in Sogod, Southern Leyte last July 23, 2022. During my college years, I was under the Scholarship Program of the Department of Science and Technology – Science Education Institute (DOST-SEI), RA 7687. By God's grace, I passed the Civil Engineering Licensure Examination last November 2022.

With this application letter, I attached herewith my Resume, Personal Data Sheet (PDS), Transcript of Records (TOR), Diploma, and Certificate of Rating for your full consideration.

I should be pleased to have an interview at any time which is convenient to you. I can be contacted at the mobile number or email address given.

I look forward to hearing from you.

Sincerely,

John Rey Q. Elardo

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