

May 10, 2024

Dr. MOISES NEIL V. SERIÑO

VP for Planning, Resource Generation & Auxiliary Services
Visayas State University
Visca, Baybay City, Leyte

Thru : **Ms. HONEY SOFIA V. COLIS**
Director, HRMO

Dear Sir,

Good day! I am writing this to express my interest to apply for the available position for Project Development Officer III. I firmly believe that my education, experience in the field, along with my skill set and leadership capabilities not to mention my work ethics, would make me an invaluable addition for your team. As such, I am highly interested in joining your team.

Last 2017, I obtained my Bachelor's degree in Mechanical Engineering at Visayas State University and also the same year, passed the Licensure exam for Mechanical Engineers.

In my field, I have gone through various projects and positions: QA/QC Engineer for Toyota Marikina and Alviera Country Club, Pampanga, Project Engineer for Grand Tower Cebu and Hop-inn/Holiday-inn Cebu, Project Engineer/Quantity Surveyor for Juanito Tower Cebu, and among others. Specializing Fire Protection Sprinkler System, Mechanical, Plumbing and Sanitary works. And as of the present, I am an Engineer (Quantity Surveyor) of Infrastructure Project Development, Management & Monitoring Office at Visayas State University since February 2022.

I am confident that I have a lot to offer to your establishment and am keen to take on an opportunity that will enable me to develop my professional skills and experience. I am enthusiastic, eager to learn, self-motivated and I enjoy working as part of a team as well as being able to work on my own initiative.

Thank you for taking time reading my application and for your consideration. I would love to come in for an interview and I am looking forward to hear from you.

Sincerely,



Arnel B. Diendo