

CHARITY J. LEQUIN

CMP-Larrazabal, Block 5, Lot 6

Naval, Biliran, 6543

June 8, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Ms. Colis,

I am writing to express my interest in the Computer Maintenance Technologist position at VSU Main, Baybay City, as advertised in the CSC website. With my strong technical skills and experience in IT support and administration, I am confident in my ability to contribute effectively to your team.

In my current role as an IT Admin at a land surveying firm, I manage and maintain our computer systems, ensuring they run smoothly and efficiently. I handle hardware and software troubleshooting, perform regular system updates, and provide technical support to staff. My experience with a variety of programming languages, including PHP, MySQL, HTML, CSS, JavaScript, and jQuery, has further strengthened my technical expertise.

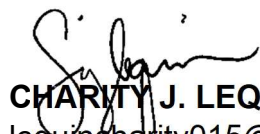
I have developed and implemented an inventory management system that has significantly improved our record-keeping processes, making records easily findable, well-arranged, and securely stored. This experience has honed my skills in data management and system organization, ensuring accuracy and efficiency.

Additionally, I am adept at managing network systems, performing routine maintenance, and ensuring data security. My ability to diagnose and resolve technical issues quickly has been instrumental in minimizing downtime and maintaining productivity.

I am a fast learner and highly adaptable, able to work effectively both independently and as part of a team. I am eager to bring my technical skills and problem-solving abilities to the Computer Maintenance Technologist role at VSU Main, Baybay City.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and certifications can contribute to the success of your team.

Sincerely,



CHARITY J. LEQUIN

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