

May 30, 2024

Human Resource Management Office
Visayas State University
Baybay City, Leyte

Dear Ma'am/Sir,

Good day! I want to work for this university as a Project Development Officer I. I am confident that I will be an asset to this university and am willing to undergo training and seminars.

I might be suitable for this university's Project Development Officer I position, so I'm applying. I am prepared to get to work as soon as possible, and I will do the job well.

While I may not have extensive work experience, I am a dedicated and quick learner. I am confident in my ability to acquire any necessary skills on the job. I am eagerly looking forward to the opportunity to contribute to this university and hope to hear from you soon.

Sincerely,



Engr. James Ray D. Dayandayan, REE, RME
Applicant