

July 12, 2024

**Engr. MARLON G. BURLAS**

Director, Physical Plant Office  
Visayas State University

Greetings **Dr Serião**,

Salutations to you and your good office. I am **Ar. Raffy Andrew G. Loreto**, a licensed Architect and Master Plumber, and I am sending this letter of application as I saw an opening for the position of Administrative Officer V (Project development Office III) posted by your office.

I am an Instructor for the Visayas State University – Department of Civil Engineering for 9+ years, teaching various courses such as Engineering Drafting, Engineering Utilities, Quantity Surveying, and some of the Specialization Courses under the Construction Engineering and Management Track of the program such as Advanced Construction Methods and Database Management for Construction. Currently, as my term for my position ends, I am hoping to find a change in pace for my career, thus reason I am sending this letter of application for the open position.

As for my qualifications for the position, I am currently active as a registered and licensed Architect with at least 2 years of experience in the industry as a Junior Architect for a company in Cebu City. During my employment there, I was assigned to oversee the implementation of multiple projects as well as work as a member of the team who designs and prepares documents for the implementation of various projects. Furthermore, I am also a registered and licensed Master Plumber with some private projects delivered. I have also completed 40-hours of Training for Construction Occupational Safety and Health (COSH) which, if applied to the industry, would be the credentials for a Safety Officer 02 position. Finally, I have attended seminars for Project Management and Construction Management in the recent years.

If given the opportunity for the position, I am more than eager to perform the given tasks within a reasonable time and quality of work as expected from a professional of the Construction Industry.

I hope that this will suffice to be included in your selection for the position. For further inquiries, I am readily reachable through my email: [raffyandrew.loreto@vsu.edu.ph](mailto:raffyandrew.loreto@vsu.edu.ph) and through my personal phone number: + 639178634451.

Thank you and have a great day ahead.

Sincerely,

**RAFFY ANDREW G. LORETO**