

January , 2022

**ENGR. EPIFANIA G. LORETO**

Head, Department of Civil Engineering, College of Engineering and Technology  
Visayas State University, Visca, Baybay City, Leyte, 6521-A, Philippines

Dear **Engr. Loreto**:

I am highly motivated writing this letter to your institution because I would like to be apply and be part of your organization as a civil engineering instructor.

I graduated last April 2021 from one of the prestigious universities in the Philippines, the Visayas State University. And from there, I was able to observe and learn how to be an effective instructor. The same year, I took the November Civil Engineering Licensure Examination and fortunately passed.

Listed below are my highlights of my credentials:

- ✓ Student Assistant S.Y. 2018-2019
- ✓ Field Apprentice, Lady of Assumption Enterprises
- ✓ Engineering Aide I, Lady of Assumption Enterprises
- ✓ AutoCAD, Planswift, and Sketchup operator
- ✓ Minibackhoe operator
- ✓ Computer literate to MS Office
- ✓ Very much willing to learn new ideas
- ✓ Possess good interpersonal and communication skills

Furthermore, I truly believe that we are all lifelong learners and would love the opportunity to share this philosophy with the students. I look forward in discussing with you soon how my potentials meet the goals of the school. Attached here are my resume and other pertinent documents.

Thank you for your time and consideration.

Yours Truly,

  
**ENGR. JOHN RICK G. BALURAN**