

Ian Rovel V. Oclinaria  
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November 28, 2022

Rotacio S. Gravoso  
Station Manager  
Radio Station DYDC  
Visayas State University  
Baybay City, Leyte

Dear Sir Gravoso,

I am writing to apply for the Administrative Assistant position (Broadcast Operation Technician) advertised in VSU Website. As requested, I am enclosing my certification, my resume, and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I strive for continued excellence
- Demonstrates high standards of professional behaviour

With a BS degree in Information Technology, I have a full understanding of the full lifecycle of Technology. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at irvoclinaria@gmail.com, or my cell phone, 09091006359 or 09166001649.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Ian Rovel V. Oclinaria