

February 13, 2024

EDGARDO E. TULIN

Professor VI

VP for Planning & Resource Generation

VSU, Baybay City, Leyte

Sir:

Good day!

I'm Rhoby Mae B. Candaza, 24 years of age, living at Poblacion District 6 New Road Barugo, Leyte, a Registered and Licensed Architect. It has to my attention that your office is in need of people to fill your manpower requirements. It is my earnest and sincere desire in applying as **Planning Officer 1** as it was recently made available in your office with **Plantilla Item No. PLO1-5-2023**.

I finished my College Degree Major in Bachelor of Science in Architecture at Eastern Visayas State University on July 2020. And recently passed the Architecture Board Examination on June 2023. I could say that my knowledge and skills that I had undergone during my 2-year Apprenticeship/Diversified Experience and coupled with drive to succeed will prove to be a definite asset in your office.

Moreover, I am proficient in using Microsoft Office Suite such as Excel, Words and PowerPoint I'm also knowledgeable enough when it comes to Computer Aided Design Software.

Attached herewith is my curriculum vitae and Personal Data Sheet for detailed information about myself. If my qualification merits your consideration, I am willing to come for an interview at your most convenient time. You may get in touch with me through my email account rhobymaecandaza@gmail.com and/or through my mobile number 0963-977-4434.

Hoping for your most favorable response. Thank you.

Sincerely yours,


RHOBY MAE B. CANDAZA

Applicant