TABLE OF CONTENTS

Cover Letter……………………………………………………………………….

Resume……………………………………………………………………………

Licenses/Awards/Certificates…………………………………………………….

Goals and Plans for the Future…………………………………………………...

Letters of Recommendation.. ……………………………………………………..

October 3, 2023

**Mr. Percival Archer Riego**

HR Manager

Enterprise Information Technology Corporation

12 floor Robinsons Summit Center 6783 Ayala Avenue

Makati City, Manila, 1226

Dear Mr. Riego,

I am writing to express my strong interest in the Web Developer position recently posted on your company's website. As a dedicated student pursuing a Bachelor of Science in Information Technology at STI College General Santos City, I am eager to leverage my educational background and technical skills to contribute effectively to your esteemed organization.

The job opportunity showcased on your company's website is truly enticing, and I firmly believe that my educational foundation in science, technology, and information aligns well with the requirements of this role.

In addition to successfully completing my degree program, I have gained valuable training in web development. During my previous summer, I proactively volunteered my services to individuals and companies, where I contributed to various web development projects. These experiences have allowed me to refine my technical skills and develop a keen understanding of web development best practices.

Furthermore, I possess the critical skills necessary to excel in the role of a Web Developer at your company. I am not only eager to contribute to your team's success but also open to the idea of undertaking an apprenticeship to further hone my craft and gain valuable insights from seasoned professionals. Therefore, I am confident that I can make a significant and positive impact on your organization's web development efforts.

Enclosed, please find my resume, which provides additional details about my qualifications and educational background. I am enthusiastic about the opportunity to discuss how my skills and background align with your company's goals and how I can contribute to your success.

Thank you for considering my application. I look forward to the possibility of discussing this job opportunity with you in more detail. Please do not hesitate to contact me via email at **hancegalvez@gmail.com** or by phone at **0991-398-8949**.

Sincerely,

**Hance Henley S. Galvez**

Applicant

Hance Henley S. Galvez

Purok Magsaysay A Barangay Labangal Zone 1 KPS, GSC

(+63) 991-298-8949

hancegalvez@gmail.com

**CAREER OBJECTIVE**

Dedicated and highly motivated Web Developer with a solid educational foundation in technology and a proven track record of assisting in web development projects. Seeking a challenging Web Developer position at Enterprise Information Technology Corporation to apply my technical skills, creativity, and passion for coding to create innovative and user-friendly web solutions. Committed to continuous learning and growth in the field, I aim to contribute my expertise to enhance the digital presence and functionality of Enterprise Information Technology Corporation, ultimately driving its online success.

**CORE QUALIFICATIONS**

* Proficient in front-end and back-end web development
* Strong knowledge of HTML, CSS, JavaScript, and modern web frameworks
* Skilled in using web development tools and version control systems (e.g., Git)
* Familiarity with web accessibility standards and best practices
* Ability to create dynamic and interactive web applications
* Knowledge of database management and SQL
* Excellent attention to detail and ability to meet deadlines
* Effective communication and teamwork abilities
* Continuous learner, staying up-to-date with the latest web technologies and trends

**EXPERIENCE AND SKILLSWorked as an Assistant Web Developer during a summer job, collaborating on multiple web development projects.**

* **Implemented and maintained front-end and back-end features, including user interfaces, navigation, and functionality.**
* **Collaborated with cross-functional teams to gather project requirements and deliver web solutions aligned with client needs.**
* **Assisted in troubleshooting and resolving technical issues, ensuring the smooth functioning of websites.**
* **Proficient in HTML, CSS, JavaScript, and modern frameworks.**
* **Skilled in using web development tools like Visual Studio Code and Git.**
* **Strong understanding of responsive web design principles.**
* **Experienced in creating interactive web applications with React and Angular.**
* **Proficient in database management, including SQL.**
* **Knowledgeable in web security best practices.**
* **Effective problem-solving and debugging skills.**
* **Dedicated to continuous learning in web development.**

**EMPLOYMENT HISTORY**

* N/A

**EDUCATION**

* **Primary** at Dadiangas West Central Elementary School General Santos City SY: 2008 – 2014
* **Secondary** at General Santos City National Secondary School of Arts and Trade SY: 2014 – 2020
* **College** at STI General Santos City 2020 – 2014

**Goals and Plans for the Future**

As I stand at the threshold of my future, my unwavering goal is to achieve success in life—a concept that extends far beyond mere material wealth or societal recognition. For me, success is a holistic pursuit, encompassing personal growth, fulfillment, and the opportunity to make positive contributions to society. To transform this aspiration into reality, I have laid out a comprehensive plan with defined milestones to guide my journey forward.

Upon my graduation, my immediate objective is to embark on a career in law enforcement, specifically within the IT Police division. The pivotal National Police Commission (NAPOLCOM) examination serves as the gateway to this career path. My choice is fueled by a profound passion for technology and a steadfast commitment to upholding the law while securing digital spaces. In an era of rapid technological evolution, the demand for skilled professionals in this realm continues to grow, and I am enthusiastic about playing a pivotal role in safeguarding the digital world.

To accomplish this goal, I am prepared to undertake a rigorous course of study and intensive preparation to excel in the NAPOLCOM examination. The journey will require unwavering discipline, dedication, and a deep comprehension of the intricacies of law enforcement in the digital age. I intend to harness educational resources, seek mentorship from experienced professionals, and actively engage in practical training to enrich my knowledge and skills within this domain.

Simultaneously, I recognize the paramount importance of financial preparedness for my forthcoming endeavors. Financial prudence is a cornerstone of my plans. Upon securing a position within the IT Police division, I am committed to judiciously allocate a portion of my earnings towards my long-term objectives. This financial strategy encompasses saving for advanced education, professional development opportunities, and, significantly, the capacity to explore international frontiers.

The prospect of international exposure constitutes an integral element of my future vision. By diligently accumulating financial resources, I aim to acquire the means required to broaden my horizons and garner invaluable experiences abroad. Whether through pursuing higher education, engaging in international work assignments, or embarking on travel adventures, I regard these experiences as instrumental in shaping my perspective, enhancing my skill set, and nurturing personal growth.

In conclusion, my overarching aspiration of attaining success in life is firmly grounded in a meticulously structured plan. This plan encompasses embarking on a career in IT Police via the NAPOLCOM examination, fostering financial stability for future endeavors, and actively embracing international experiences. I fully comprehend that this journey will demand unwavering commitment, relentless effort, and adaptability. Nevertheless, I remain confident that, with steadfast dedication and perseverance, I can transform this vision into a tangible reality. Success, to me, is not a destination but a journey—an expedition that I eagerly anticipate, leading me toward a gratifying and purposeful future.

October 3, 2023

To whom it may concern,

I am writing this letter of recommendation for Mr. Hance Henley Galvez, who is seeking employment with Enterprise Information Technology Corporation. Although Mr. Galvez does not possess prior work experience, I can attest to his excellent character, dedication, and potential for success in the Enterprise Information Technology Corporation. I have had the privilege of knowing Hance Henley Galvez for a considerable period, during which I have witnessed

his exceptional work ethic, unwavering determination, and remarkable interpersonal skills. He exhibits an impressive ability to communicate effectively and work collaboratively within a team environment. Hance possesses a strong desire to learn and is highly motivated to succeed. He is proactive in seeking

out opportunities to enhance his knowledge and skills relevant to the real estate sector, including staying updated with industry trends and regulations. Hance is a quick learner and displays a remarkable aptitude for absorbing new information and applying it effectively.

Furthermore, Hance demonstrates outstanding organizational and time-management skills, which will be vital in ensuring efficient and productive operations within the real estate development environment.

He is dependable, responsible, and committed to delivering high-quality work.

Mr. Galvez's dedication to personal growth, strong work ethic, and determination to excel make him an ideal candidate for a role within Enterprise Information Technology Corporation. I am confident that he

will be an asset to your team and will contribute positively to the growth and success of your organization.

If you have any further questions or require additional information, please feel free to contact me at 09913988949 or hancegalvez@gmail.com.

Sincerely,

Roxanne Uy

Licensed Real Estate Agent

Liz Estate Realty Development