

# MARCO C. FERNANDEZ

Buñao, Dumaguete City, Negros Oriental 6200  
0997 725 9223  
marcofernandez0204@gmail.com



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## OBJECTIVE

Highly motivated individual with a desire to take on new challenges, where I can apply my strong work ethic, adaptability, and exceptional interpersonal skills. Intends to develop professional work experience utilizing excellent communication, time management, problem-solving skills, and computer knowledge.

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## EDUCATION

### **BS MECHANICAL ENGINEERING** **Undergraduate**

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**SENIOR HIGH SCHOOL Graduate With High Honors**  
**2020-2023** Negros Oriental High School

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**JUNIOR HIGH SCHOOL Graduate With High Honors**  
**2016-2020** Negros Oriental High School

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**PRIMARY EDUCATION Graduate With Honors**  
**2010-2016** Magsaysay Memorial Elementary School

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## WORK-RELATED EXPERIENCE

**Barangay Encoder**, February 2025 - July 2025  
LGU Barangay Buñao, Office of the Sangguniang Barangay  
Buñao, Dumaguete City, Negros Oriental Philippines 6200

**Budget Monitoring Officer**, November 2023 - December 2024  
Office of the Sangguniang Kabataan  
Buñao, Dumaguete City, Negros Oriental Philippines 6200

**Sangguniang Kabataan Member**, November 2023 - December 2024  
LGU Barangay Buñao, Office of the Sangguniang Kabataan  
Buñao, Dumaguete City, Negros Oriental Philippines 6200

**Quality Assurance Staff**, February 2023 - May 2023  
Mindanao Sibulan Machine Shop  
Boloc-boloc, Sibulan, Negros Oriental Philippines 6200

**Automotive Painter**, December 2018 - January 2021  
Team Low Profile Auto Garage  
Tabuc-tubig, Dumaguete City, Negros Oriental Philippines 6200

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## SKILLS

- General Skills
  - Automotive Repair, Maintenance, and Painting
  - Technical and Quality Assurance Experience
  - Leadership and Community Engagement
  - Administrative and Government Experience
  - Professional Attributes
  - Networking and Cloud Management
  - Technical Analysis and Quantitative Strategy
  - Artificial Intelligence and Productivity
  - DevOps, Git, and Automation
  - Cybersecurity and System Hardening
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**REFERENCES****Hon. Miguel Aseniero**

Dumaguete City SK Federation President | City Councilor  
0995 536 7946 | facebook.com/miguel.aseniero

**Louie Teves**

Barangay Affairs Officer, Dumaguete City Barangay Affairs Office  
0935 378 2209

**July , 2024**

**ATTY. FELIPE CLAUDIO “DIO” C. REMOLLO**

Chief Political Affairs Officer

House of Representatives of the Philippines

3rd Flr. Main Building, House of Representatives, Constitutional Hills

Quezon City, Philippines 1126

**Dear Atty. Dio Remollo,**

**ABOUT: MARCO C. FERNANDEZ**

Buñao, Dumaguete City, Negros Oriental 6200

0967 693 2068

marcofernandez0204@gmail.com

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**BS MECHANICAL ENGINEERING**

**Currently Studying BS Mechanical Engineering at Negros  
Oriental State University, Year Level III**

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**SENIOR HIGH SCHOOL Graduate With High Honors**

**2020-2023** Negros Oriental High School

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**JUNIOR HIGH SCHOOL Graduate With High Honors**

**2016-2020** Negros Oriental High School

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**PRIMARY EDUCATION Graduate With Honors**

**2010-2016** Magsaysay Memorial Elementary School

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**Former Sangguniang Kabataan Member and Budget Monitoring Officer of Barangay Buñao, Dumaguete City, and a former Barangay Encoder, helping to promote the digitalization in the Country, pushing for accountability and transparency and believes that serving in the public shall ensure the compliance with existing laws and regulations most especially our 1987 Constitution, we can make the Philippines a more progressive and digitalized country, as we go in this Information Age or the Modern Generation. Just improve my writing pls thanks**

I hope this letter finds you in good health and high spirits. My name is **George Steven Cañete**, and I am a highly skilled and dedicated athlete with a passion for trail and long-distance running. I believe I have the potential to achieve great success in these competitions. On behalf of the residents of **Barangay Buñao**, I would like to express our sincerest appreciation for your unwavering support and kindness throughout all the programs and activities in our barangay. Your contributions have significantly impacted our community, especially the youth, enabling us to thrive and achieve remarkable success.

Today, I am reaching out to request your support and sponsorship for the upcoming **Pamutan Trailfest 2024**, scheduled for August 17–18, 2024. This prestigious trail running event in Cebu City is designed to celebrate the adventurous spirit of our environment, promote awareness of our rich biodiversity, and empower athletes from different regions. It showcases not only individual athletic prowess but also the spirit and unity of the communities they represent. I am honored to represent our beloved city in the **54-kilometers Pamutan Trailfest category**.

The values of kindness, perseverance, and community spirit that define our city as the City of Gentlepeople have always inspired me. I aim to embody these values and bring pride to our city through my participation in this event. Pamutan Trailfest is more than just a race; it is a celebration of nature, athleticism, and community. This event encourages people to appreciate and preserve our natural environment, aligning with your office's ongoing efforts to promote an active lifestyle, highlight the importance of preserving natural habitats, and foster environmental stewardship.

To ensure that I am fully prepared and equipped for this event, I am seeking financial support and sponsorship. Your generous contribution would assist with essential expenses such as travel, accommodation, and entry fees. In return, I am committed to supporting the efforts and plans of your office and acknowledging your significant contribution to Dumaguete City. Your sponsorship will not only support my personal athletic journey but also highlight your dedication to promoting health, fitness, and community spirit.

Thank you for considering my request. Any amount you could share would be greatly appreciated and would make a significant difference. I look forward to the possibility of partnering with you to inspire more individuals, especially the youth, to engage in physical activities, appreciate the wonders of nature, and preserve our natural environment. I am available to discuss the details further and answer any questions. Please feel free to contact me at **0961 044 3907** or *via email* at **georgecanete32@gmail.com** if you have any questions or require further information. Thank you very much for your generosity, and may the intercession of God bring forth more blessings for you and your family.

*Respectfully Yours,*

**GEORGE STEVEN C. CAÑETE**  
Runner/Participant - Pamutan Trailfest 2024

**JOSEPH C. FERNANDEZ**

Purok San Lorenzo, Buñao, Dumaguete City, Negros Oriental, Philippines 6200  
josephfernandez0802@gmail.com  
+63 9656059820

**SUMMARY**

Highly motivated individual with a desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Intends to develop professional work experience utilizing excellent communication, time management, and repair and maintenance skills.

**SKILLS**

- Problem Solving
- Engine problem repairs
- Handling pressure
- Time management
- Initiative
- Attention to detail
- Equipment Operation
- Environmental Compliance
- Community Relations
- Equipment maintenance
- Diagnosis
- Engine tune-ups
- Parts replacement
- Equipment and parts installation

## EXPERIENCE

### **Contractual Laborer**, July 2023 - August 2024

Energy Development Corporation - Valencia, Negros Oriental, Philippines

- Performed regular maintenance tasks such as cleaning equipment, checking supplies, and ensuring proper operation of machinery.
- Assisted in the installation of new products or systems according to manufacturer specifications.
- Collaborated with other departments to resolve any issues that arose during manufacturing operations.
- Assembled components according to detailed instructions using hand tools, power tools, and specialized equipment.

### **Assistant Auto Mechanic**, February 2022 - February 2023

Toto Car Shop - Sibulan, Negros Oriental, Philippines

- Assisted Automotive Mechanics with vehicle repairs and maintenance tasks.
- Inspected vehicles to identify any potential issues or problems.
- Cleaned and organized the garage area to ensure a safe working environment.
- Replaced worn parts such as spark plugs, filters, hoses, belts, and brakes.

### **Assistant Auto Painter**, December 2017 - February 2019

Team Low Profile Garage - Tabuc-tubig, Dumaguete, Philippines

- Prepared vehicles for painting by removing rust, dirt, grease, and wax; cleaned and sanded surfaces to ensure proper adhesion of paint.
- Applied primers, sealers and undercoats using spray guns or other application techniques.
- Performed spot repairs on damaged vehicles including dents, scratches, chips and rust spots.
- Masked off areas not intended for painting with tape and paper

## EDUCATION AND TRAINING

**2021-2022 TESDA** - Dumaguete City, Negros Oriental

**VOCATIONAL COURSE AUTOMOTIVE SERVICING NC II**

**2018-2021 Piapi High School** - Piapi, Dumaguete City, Negros Oriental

**SENIOR HIGH SCHOOL**

**2014 - 2018 Negros Oriental High School** - Daro, Dumaguete City, Negros Oriental

**JUNIOR HIGH SCHOOL**

**2008 - 2014 Magsaysay Memorial Elementary School** - Pulantubig, Dumaguete City, Negros Oriental

**ELEMENTARY**

## LANGUAGES

- Bisaya/Cebuano
- Tagalog
- English

\*\*\*REFERENCES AVAILABLE UPON REQUEST\*\*

**Joseph C. Fernandez**  
Purok San Lorenzo, Buñao  
Dumaguete City, Negros Oriental

**August 12, 2024**

**Philsouth Builders**  
Dumaguete-Palimpinon Road, Palimpinon  
Valencia, Negros Oriental

**Dear Ma'am/Sir,**

Good Day!

I am writing to express my interest in the auto mechanic position at the Philsouth Builders because I love to repair and order diagnostic tests on vehicles such as cars, vans, and trucks. It is also my passion to inspect vehicles to identify problems, perform routine vehicle maintenance, and perform other automotive problems and repairs. I have the necessary expertise, experience, and qualifications for this position.

I can offer a combination of unique characteristics and abilities that I have acquired throughout my working life. I have improved my communication and vehicle repair skills, as well as my ability to work under pressure. In addition, I can support the office's team collaboration and organizational development efforts.

My résumé indicates my ability to handle a variety of jobs. Speaking with you about the possibility of working at the Philsouth Builders excites me. Please contact me for any inquiries regarding the credentials and expertise. I appreciate you taking the time to go through my application.

Sincerely,

**Joseph C. Fernandez**

## BIO-DATA

### PERSONAL INFORMATION

**Position Desired:** Pump Attendant

**Date:** August 11, 2024

**Name:** Daniel Calbog

**Nickname:** Nyel

**Present Address:** Purok Sto. Niño, Buñao, Dumaguete City, Negros Oriental

**Permanent Address:** Purok Sto. Niño, Buñao, Dumaguete City, Negros Oriental

**Contact No(s):** +63 9656059820

**Email Address:** danielgoblac30@gmail.com

**Place of Birth:** Dumaguete City

**Date of Birth:** August 8, 1996



**Gender:** Male

**Language Spoken:** Bisaya/Cebuano

**Religion:** Roman Catholic  
Single

**Citizenship:** Filipino

**Civil Status:**

**Age:** 26

**Height:** 5'6"

**Weight:** 90 kg

**Father's Name:** Gary Calbog

**Occupation:** Deceased

**Mother's Name:** Josephine Calbog

**Occupation:** Assistant Midwife

**Person to be contacted in case of emergency:** Josephine Calbog

**Address:** Purok Sto. Niño, Buñao, Dumaguete City

**Relationship:** Mother

**Contact No(s):** +63 9695941711

### **EDUCATIONAL BACKGROUND**

**Primary Education:** Magsaysay Memorial Elementary School  
2010

**Years Attended:** 2009 -

**Secondary Education:** Piapi High School  
2016

**Years Attended:** 2012 -

**Skills:**

- Problem Solving	- Handling pressure	- Time management
- Initiative	- Attention to detail	- Cash Handling
- Interpersonal Skills	- Equipment maintenance	- Community Relations

### **EMPLOYMENT RECORD**

Name of Company	Address	Position	From - To
Team Low Profile Auto Garage	Dumaguete, Negros Oriental, Philippines	Car Painter	October 2023 - May 2024
Kufinos Coffee Bar	Dumaguete, Negros Oriental, Philippines	Barista	February 2022 - April 2023
Toto Auto Shop	Sibulan, Negros Oriental, Philippines	Assistant Auto Mechanic	September 2018 - February 2020



**CHARACTER REFERENCES**

Name	Occupation/Position	Address	Contact No.
Hon. Raquel Samson	Punong Barangay - Barangay Buñao	Buñao, Dumaguete City, Negros Oriental	+63 9059381803
Mr. Louie Teves	Barangay Affairs Officer - Dumaguete City Barangay Affairs Office	Buñao, Dumaguete City, Negros Oriental	+63 9353782209

Res. Cert. No.: \_\_\_\_\_ Issued at: \_\_\_\_\_ on: \_\_\_\_\_

SSS Number: \_\_\_\_\_ TIN: \_\_\_\_\_

NBI Clearance Number: \_\_\_\_\_ PhilHealth Number: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Place of Issue: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

*I certify that the above information is true and correct to the best of my knowledge and belief. I also understand that any misinterpretation will be considered a reason for withdrawing an offer or subsequent dismissal if employed.*

Daniel Calbog

**Applicant's Signature Above Printed Name**

**REYMARK S. AMISTOSO**

Purok San Lorenzo, Buñao, Dumaguete City, Negros Oriental, Philippines 6200  
+63 9553247608

**SUMMARY**

Highly motivated individual with a desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Intends to develop professional work experience utilizing excellent communication, time management, and repair and maintenance skills.

**SKILLS**

- Problem Solving
- Engine problem repairs
- Handling pressure
- Time management
- Initiative
- Attention to detail
- Equipment Operation
- Environmental Compliance
- Community Relations
- Equipment maintenance
- Diagnosis
- Engine tune-ups
- Parts replacement
- Equipment and parts installation

**EXPERIENCE**

**Contractual Laborer**, July 2023 - August 2024

Energy Development Corporation - Valencia, Negros Oriental, Philippines

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Team Low Profile Garage - Tabuc-tubig, Dumaguete, Philippines

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**EDUCATION AND TRAINING****2021-2022 TESDA** - Dumaguete City, Negros Oriental**VOCATIONAL COURSE AUTOMOTIVE SERVICING NC II****2018-2021 Piapi High School** - Piapi, Dumaguete City, Negros Oriental**SENIOR HIGH SCHOOL****2014 - 2018 Negros Oriental High School** - Daro, Dumaguete City, Negros Oriental**JUNIOR HIGH SCHOOL****2008 - 2014 Magsaysay Memorial Elementary School** - Pulantubig, Dumaguete City, Negros Oriental**ELEMENTARY****LANGUAGES**

- Bisaya/Cebuano
- Tagalog
- English

**REFERENCES****Hon. Raquel Samson**

Punong Barangay, Barangay Buñao, Dumaguete City

0905 938 1803

**Maitet Baldado**

Commission on Audit, Dumaguete City

0935 378 4309

**Joseph C. Fernandez**

Purok San Lorenzo, Buñao

Dumaguete City, Negros Oriental

August 12, 2024

**Engr. Lloyd R. Tenaja**  
Department Head  
City Engineer's Office  
Santa Catalina Street, Dumaguete City

**Dear Engr. Tenaja,**

Good Day!

I am writing to express my interest in the auto mechanic position at the City Engineer's Office because I love to repair and order diagnostic tests on vehicles such as cars, vans, and trucks. It is also my passion to inspect vehicles to identify problems, perform routine vehicle maintenance, and perform other automotive problems and repairs. I have the necessary expertise, experience, and qualifications for this position.

I can offer a combination of unique characteristics and abilities that I have acquired throughout my working life. I have improved my communication and vehicle repair skills, as well as my ability to work under pressure. In addition, I can support the office's team collaboration and organizational development efforts.

My résumé indicates my ability to handle a variety of jobs. Speaking with you about the possibility of working at the City Engineer's Office excites me. Please contact me for any inquiries regarding the credentials and expertise. I appreciate you taking the time to go through my application.

Sincerely,

**Joseph C. Fernandez**

**Joseph C. Fernandez**  
Purok San Lorenzo, Buñao  
Dumaguete City, Negros Oriental

**August 12, 2024**

**City Engineer's Office**

Santa Catalina Street, Dumaguete City

**Dear Ma'am/Sir,**

Good Day!

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Sincerely,

**Joseph C. Fernandez**

**JOSEPH C. FERNANDEZ**

Purok San Lorenzo, Buñao, Dumaguete City, Negros Oriental, Philippines 6200  
josephfernandez0802@gmail.com  
+63 9656059820

**SUMMARY**

Highly motivated individual with a desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Intends to develop professional work experience utilizing excellent communication, time management, and repair and maintenance skills.

**SKILLS**

- Problem Solving
- Engine problem repairs
- Handling pressure
- Time management
- Initiative
- Attention to detail
- Equipment Operation
- Environmental Compliance
- Community Relations
- Equipment maintenance
- Diagnosis
- Engine tune-ups
- Parts replacement
- Equipment and parts installation

**EXPERIENCE**

**Contractual Laborer**, July 2023 - August 2024

Energy Development Corporation - Valencia, Negros Oriental, Philippines

- Performed regular maintenance tasks such as cleaning equipment, checking supplies, and ensuring proper operation of machinery.
- Assisted in the installation of new products or systems according to manufacturer specifications.
- Collaborated with other departments to resolve any issues that arose during manufacturing operations.
- Assembled components according to detailed instructions using hand tools, power tools, and specialized equipment.

**Assistant Auto Mechanic**, February 2022 - February 2023

Toto Car Shop - Sibulan, Negros Oriental, Philippines

- Assisted Automotive Mechanics with vehicle repairs and maintenance tasks.
- Inspected vehicles to identify any potential issues or problems.
- Cleaned and organized the garage area to ensure a safe working environment.
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**Assistant Auto Painter**, December 2017 - February 2019

Team Low Profile Garage - Tabuc-tubig, Dumaguete, Philippines

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**EDUCATION AND TRAINING****2021-2022 TESDA** - Dumaguete City, Negros Oriental**VOCATIONAL COURSE AUTOMOTIVE SERVICING NC II****2018-2021 Piapi High School** - Piapi, Dumaguete City, Negros Oriental**SENIOR HIGH SCHOOL****2014 - 2018 Negros Oriental High School** - Daro, Dumaguete City, Negros Oriental**JUNIOR HIGH SCHOOL****2008 - 2014 Magsaysay Memorial Elementary School** - Pulantubig, Dumaguete City, Negros Oriental**ELEMENTARY****LANGUAGES**

- Bisaya/Cebuano
- Tagalog
- English

**\*\*\*REFERENCES AVAILABLE UPON REQUEST\*\***



**MARCO C. FERNANDEZ**

Buñao, Dumaguete City, Negros Oriental 6200

0955 324 7608

marcofernandez0204@gmail.com



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**OBJECTIVE**

Highly motivated professional mechanical engineer with 3+ years experience with a desire to take on new challenges and work for a successful renewable source of energy facilities, like Energy Development Corporation (EDC), where I can apply my strong work ethic, adaptability, and exceptional interpersonal skills. Intends to develop professional work experience utilizing excellent communication, time management, and repair and maintenance skills.

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**EDUCATION****BS MECHANICAL ENGINEERING**

2023-2027 Negros Oriental State University

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**SENIOR HIGH SCHOOL**

2020-2023 Negros Oriental High School

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**JUNIOR HIGH SCHOOL**

2016-2020 Negros Oriental High School

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**PRIMARY EDUCATION**

2010-2016 Magsaysay Memorial Elementary School

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**WORK-RELATED  
EXPERIENCE****Utility Operator, 2030-2033**

All Natural Coco Products, Inc. - Bacong, Negros Oriental

- Performed regular maintenance tasks such as cleaning equipment, checking supplies, and ensuring proper operation of machinery.
- Assisted in the installation of new products or systems according to manufacturer specifications.
- Collaborated with other departments to resolve any issues that arose during manufacturing operations.
- Assembled components according to detailed instructions using hand tools, power tools, and specialized equipment.

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**SKILLS**

- Attention to detail
- Engineering analysis
- CAD/CAM
- Manufacturing processes
- Troubleshooting
- Project management

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**PROFESSIONAL  
AFFILIATIONS AND  
ACTIVITIES**

Member: Philippine Society of Mechanical Engineers, Inc

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**REFERENCES****Hon. Miguel Aseniero**

Dumaguete City SK Federation President | City Councilor



**Engr. Eпитacio Salvoro**

Professional Mechanical Engineer, Rockwell Land Corporation - Cebu City  
0995 536 7946

September 22, 2035

**Engr. Jerome H. Cainglet**

President and Chief Operating Officer  
Energy Development Corporation  
Valencia, Negros Oriental

Dear Engr. Cainglet:

A person with a strong desire to contribute to the advancement of engineering solutions that improve urban environments would be delighted to be a member of the innovative team at Energy Development Corporation. I am Marco C. Fernandez, and I am officially applying for the Mechanical Engineer position with the hope that my talents and dedication will help your company grow. Allow me to showcase my qualifications for the role.

I earned my Bachelor of Science in Mechanical Engineering from Negros Oriental State University, where I learned directly from industry experts. I built a solid foundation in engineering principles, polished my skills with CAD software, and learned the complexities of project management and design procedures.

I have been employed as a utility operator at All Natural Coco Products, Inc. in Bacong, Negros Oriental, for approximately more than three years. During that time, I was able to obtain valuable practical experience in the maintenance and supervision of mechanical systems. In this capacity, I was in charge of making sure utilities like boilers, HVAC systems, and other mechanical equipment that was essential to the facility's functioning ran well. I now have a thorough understanding of real-world engineering applications and the value of efficiency and dependability in mechanical systems as a result of this experience.

During the time I worked at All Natural Coco Products, Inc. I was acknowledged for my ability to swiftly evaluate and repair issues, reducing downtime, and ensuring optimal equipment operation. My employment also entailed working with the technical team to create changes and modifications to existing systems, which improved my problem-solving skills and ability to operate in a team setting.

I understand the challenges of successfully completing an engineering project, particularly in the renewable energy sector, which necessitates coordination with electrical, civil, and other stakeholders. With my mechanical engineering expertise, I am well-equipped to address any

technical issues that may occur. I am confident in my ability to communicate effectively with varied teams and have exhibited expertise in project planning and execution. Aligning stakeholders with a project vision is one component; maintaining that alignment is the real issue. An opportunity at Energy Development Corporation would allow me to expand on my prior experience in engineering solution design, planning, and execution. I feel that my technical talents and innovative approach will help Energy Development Corporation achieve its mission.

Attached to this letter is the documentation required for consideration for the Mechanical Engineer post, including my resume and examples of my previous work.

I appreciate you taking the time to go through my application. I would appreciate the opportunity to discuss my qualifications in much more detail and share some of my most successful projects. You can reach me at 09553247608 or by email at marcofernandez0204@gmail.com.

Thank you very much for considering my application. I look forward to your positive response.

Sincerely,

Engr. Marco C. Fernandez

## Your Name

Lorem ipsum dolor sit amet, consectetur adipiscing elit

123 Your Street  
Your City, ST 12345  
**(123) 456-7890**  
**no\_reply@example.com**

## EXPERIENCE

**Company**, Location — Job Title

MONTH 20XX - PRESENT

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**Company**, Location — Job Title

MONTH 20XX - MONTH 20XX

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh.

**Company**, Location — Job Title

MONTH 20XX - MONTH 20XX

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## EDUCATION

**School Name**, Location — Degree

MONTH 20XX - MONTH 20XX

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**School Name**, Location — Degree

MONTH 20XX - MONTH 20XX

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## PROJECTS

**Project Name** — Detail

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

## SKILLS

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Consectetur adipiscing elit.

Sed diam nonummy nibh  
euismod tincidunt.

Laoreet dolore magna aliquam  
erat volutpat.

## AWARDS

**Lorem ipsum dolor sit amet**  
Consectetur adipiscing elit,  
Sed diam nonummy

**Nibh euismod tincidunt** ut  
laoreet dolore magna aliquam  
erat volutpat.

**Lorem ipsum dolor sit amet**  
Consectetur adipiscing elit,  
Sed diam nonummy

**Nibh euismod tincidunt** ut  
laoreet dolore magna aliquam  
erat volutpat.

## LANGUAGES

Lorem ipsum, Dolor sit amet,  
Consectetur