



JAN VINCENT NEAL TOLEDO

IT Graduate

COVER LETTER

I am Jan Vincent Neal R. Toledo, a 22-years old BS Information Technology graduate from Quezon City University. I recently graduated from Quezon City University last June 25, 2024 completing a Bachelor's Degree in Information Technology and received a latin honor of Cum Laude.

During my four year study in the university, I have experienced all of the roles in Information Technology including System Documentation, Web Development, System Developer, UI/UX Designer, Hardware or Software Maintenance and Project Management. I am hugely inclined in Front-End Web Development with the use of HTML, CSS and JavaScript along with the recent frameworks such as React JS. I focused all of my time to practice my code in Front-End Development and a some of my extra time for some Back-End Development with the use of MySQL queries in PHP and troubleshooting hardware or software issues of different computers in our community which enhanced my skills in addressing the issues while ensuring good communication with my community members. The university also helped me to have a knowledge about the network and software systems which enabled me to understand how the fundamentals of setting up a network systems.

From my previous company, I was an IT Intern who manages and develops multiple web projects for WordPress by utilizing the right tool such as Elementor Pro for the design, PHP Code Snippets for other functions and the Ahrefs as the SEO for optimizing the web pages articles in the Google Search Engine. My continuous hunger for self-improvement has enabled me to explore all the possible skills that my course offers. However, most of the time I troubleshoot computers and fixing hardware or software issues in our office which enabled me to understand more about solving different computer issues. With all of this acquired knowledge, I wanted to contribute whatever I can offer to my future company.