



April 4, 2023

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Prose Ivy G. Yepes
President
Visayas State University
Baybay City, Leyte

Dear Dr. Yepes,

As a Development Communication graduate with years of experience and a piece of well-developed field knowledge, I am excited to be applying for the **Administrative Officer II** job at the **Visayas State University**. Not only do I believe that my qualifications make me a perfect fit for the role but I am also confident that it would be an excellent opportunity for me to grow my career further.

Over time, I have gained proficiency in performing all responsibilities related to the role. To add to the story, I spent over three years working as a Project Development Assistant at the Visayas State University's Technology Business Incubator (TBI). My responsibility involved creating designs for labels and communication materials to showcase VSU-TBI technologies and the products of our incubatees. I also created layouts, articles, videos, and other types of content for use in advertising and marketing. Additionally, I administered VSU-TBI's online presence on various social media platforms, helped update the project's Real Time Monitoring System, and helped organize seminars, trainings, and workshops. Furthermore, I was also taught to prepare project proposals submitted to DOST-PCAARRD, DA-BAR, and other funding organizations for project extensions. I was thereafter assigned to the RAISE program as a Science Research Analyst/Program Coordinator in order to oversee the program, work directly with project managers and personnel to collect research outputs, and support the program's overall operation.

In order to strengthen my qualifications even more, I am presently enrolled in the Visayas State University Master of Business Management program. For more information regarding my skills and job experiences please refer to my Curriculum Vitae.

I look forward to hearing from you about the progress of my application. If you have further questions, please contact me using the information indicated above. Thank you for your time and consideration.

A handwritten signature in blue ink, appearing to read 'Inna Mae Sto. Tomas-Vidal', written over a horizontal line.

Inna Mae Sto. Tomas-Vidal
Applicant