

RAMON RYAN F. SOROÑO

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March 30, 2024

Rysan Guinocor
OIC-Chief
Legal Office
Visayas State University
Visca, Baybay City, Leyte

Dear Sir Guinocor,

I am writing to express my interest in the **Legal Assistant III Position** at the University Integrated Media Center of the Visayas State University Main Campus as advertised in the VSU HRIS. With my 10 months of experience as a college instructor at the Department of Arts, Languages, and Literature (DALL), 4 years as a writer in Amaranth, 1 year as president of Baybay Writers Collective, and a strong desire to pursue a career in law, I am confident that I possess the skills and qualifications necessary to excel in this role and contribute significantly to your team.

My qualifications include a bachelor's degree in English Language Studies (Magna Cum Laude), as well as the first president of Baybay Writer's Collective A.Y. 2022-2023.

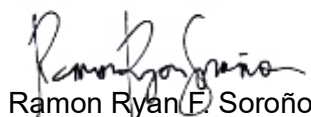
In addition to these achievements, I have attended several seminars and literary workshops throughout my career for my professional development. Some of these include the 19th Lamiraw Creative Writing Workshop, where I was awarded the Most Promising Fellow Award, the Drama Workshop with Amado Arjhay Babon, Creative Nonfiction Workshop with Ma. Carmie Flor Ortego, Fiction Workshop with Firie Jill Ramos, Poetry Workshop with Jerry Gracio, and Ang Gubat Playwrighting Workshop.

I am a highly organized and detail-oriented individual with excellent communication and interpersonal skills. I am knowledgeable of the Microsoft Office Suite and have a foundation of legal terminology. I am a quick learner and a team player, and I am confident in my ability to effectively manage multiple tasks and meet deadlines in a fast-paced environment.

I am particularly interested in working for you because this area has a personal significance to me, and I believe working alongside you would be an invaluable learning opportunity. I believe my skills and experience would be an asset to your team. I have attached my resume for your perusal, which further details my qualifications.

Thank you for your time and consideration. I am eager to learn more about this opportunity and discuss how I can contribute to the legal office of VSU. I look forward to hearing from you soon. I appreciate you taking the time to read my cover letter. If you have any questions in the meantime, please feel free to contact me via phone or email.

Sincerely yours,



Ramon Ryan F. Soroño