

September 28, 2022

**HONEY SOFIA V. COLIS**

Director, ODHRM  
Visayas State University  
Baybay City, Leyte

**Dear Ms. Colis:**

After learning about the Broadcast Program Production Announcer II posting with DYDC-FM, I was eager to contact your good office with my interest.

When I reviewed the qualification standards, I discovered that my education, training, experience, and eligibility are all in line with the position requirements. I also believe that I have the qualities and competencies that the radio station requires and deserves. My resume provides a detailed look at my broadcast program production and announcing skills and experience.

My relevant qualifications include my bachelor's and master's degree in development communication. In terms of training, my two-month undergraduate internship with DYHP RMN Cebu and DYDC-FM provided me with the competencies and skills required for a job in radio broadcasting.

In terms of work experience, I was a student assistant at DYDC-FM during my senior year of college. This allowed me to work there as a Broadcast Program Production Announcer I for two years after graduation. Here, I honed my knowledge and skills in radio broadcasting, from producing plugs and programs on music, news, and development to hosting them live or recorded using current information and communication technologies. This experience also honed my written and oral skills in English and Visayan languages.

In addition, I worked as a media production assistant at VSU-YRRP, where I was responsible for assisting in the development and production of information, education, and communication (IEC) materials. With these abilities and qualifications, I believe I would make an excellent addition to the campus radio station.

If you notice a gap in my employment history, it was during this time that I left the workforce to further my education. The time I dedicated to this commitment was critical to my professional development, and I am eager to re-enter the workforce and apply the new core and functional competencies I discovered.

I'm looking forward to the opportunity to discuss my qualifications and see what I can bring to the table. Thank you for your time and consideration!

Sincerely,



**Danica Godinez**