

November 6, 2024

Ms. Honey Sofia V. Colis

Director, HRMO
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Colis,

I am writing to express my keen interest in the Information Officer II position at the University Integrated Media Center (UIMC), as advertised in the VSU Jobs webpage. With a Bachelor's degree in Development Communication, majoring in Development Journalism, and over two years of practical experience in news and feature writing, social media management, and graphic design. I am confident in my ability to make significant contributions to your team.

In my current role in the Graduate School as Education Research Assistant (ERA), I have been actively involved in creating and editing educational materials, designing layouts, and managing our social media channels. This experience has honed my skills in content creation, audience engagement, visual communication and strategic communication, which are directly applicable to the requirements of the Information Officer II position. I have consistently demonstrated a talent for crafting compelling narratives and effectively utilizing digital platforms to enhance institutional outreach and engagement.

I am particularly drawn to this role at the University Integrated Media Center due to its focus on development journalism, a field that aligns perfectly with my academic background and professional aspirations. My expertise in this area equips me with a deep understanding of how to use effective communication strategies to promote educational initiatives and foster community engagement. Furthermore, my proficiency in various content management systems and social media platforms ensures a seamless integration into your team and immediate contributions to your ongoing projects.

While I previously applied for the Information Officer V position, I have carefully considered my current academic and professional commitments and believe that the Information Officer II role is a better fit at this time. Balancing my final exams with the demands of a higher-level position has made it clear that I need to prioritize a role that allows me to deliver exceptional work without compromising on quality. I am eager to bring my skills and dedication to the Information Officer II position and contribute meaningfully to the University Integrated Media Center's mission.

I am excited about the prospect of joining your team and contributing to the continued success of your media initiatives. Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications and enthusiasm align with the goals of your department.

Sincerely,

Claudette Meli Hoff E. Garduce