

Ma. Theresa A. Arcelo

Brgy. Palanogan Mahaplag, Leyte, 6512
arcelomatheresa@gmail.com
09311524246

August 12, 2025

JEFFREY LLOYD L. CAGANDE

Director, Alumni and Community Relations Office (ACRO)
Visayas State University
Visca, Baybay, City, Leyte

Dear **Sir Cagande**:

Greetings of peace and prosperity!

In response to the job vacancy, I am writing to express my interest in applying for the position of Administrative Assistant II (Media Production Assistant) Position at the Alumni and Community Relations Office.

I hold a bachelor's degree in Development Communication from Visayas State University - Main Campus, which has provided me with a strong foundation in communication, research, evaluation, writing, management, extension works, IEC materials, and digital literacy. My academic journey has honed my versatility across various fields, giving me the confidence to contribute effectively to your team and its goals.

Moreover, my work experience as a Customer Service Representative (CSR), Science Research Assistant (SRA), and Alternate Deputy Data Record Controller (adDRC) has greatly contributed to my personal and professional growth. These roles have strengthened my adaptability, managerial skills, analytical skills, and ability to work in a dynamic environment.

I recognize that this role presents both challenges and opportunities, and I see it as a valuable step in advancing my career while enhancing my skills and knowledge. With this, I am ready to embark on new journeys, take on responsibilities, and embrace challenges.

I look forward to the opportunity to contribute to your team.

Thank you!

Respectfully yours,



MA. THERESA A. ARCELO