

22 March 2023

**ROTACIO S. GRAVOSO**

Head

DYDC FM

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. **ROTACIO S. GRAVOSO**

Greetings!

I am Sarah Faith Cinto-Daclizon a graduate of Bachelor of Science in Development Communication, major in Development Broadcasting Batch 2019. I have found and read your job posting for **ADMINISTRATIVE ASSISTANT V POSITION (Elect & Comm Equipt Tech III) with a permanent designation** and the opportunity presented is very interesting, and I believe that through my knowledge, ability, training , possibilities, and growth that I can give to the Radio station will make me a candidate for that position.

For additional information, please see my curriculum vitae attached.

I can be reached through this mobile #0945-2500-996 and this email: [sarah.daclizon@vsu.edu.ph](mailto:sarah.daclizon@vsu.edu.ph)

Thank you for your time and consideration and I look forward for your response with this job opportunity.

Respectfully Yours,

Sarah Faith Cinto-Daclizon