

May 29, 2025

CHRISTINA A. GABRILLO

Head, Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am:

I am writing to express my interest in the Administrative Assistant position at Radio Station DYDC, VSU. With a strong background in office administration, excellent communication skills, and a keen interest in the media industry, I believe I can contribute effectively to your team.

In my previous role as an administrative staff member at the same station, I was responsible for managing schedules, handling correspondence, organizing records, and ensuring smooth day-to-day operations. I am highly proficient in office software, well-organized, and able to adapt quickly in fast-paced environments qualities I believe are essential in a dynamic setting like a radio station.

I have always admired the role radio plays in informing and entertaining the public. Being part of a station like yours would be both a professional opportunity and a personal passion. I am confident that my skills in administrative support and my enthusiasm for broadcasting would make me a valuable asset to your team.

I would welcome the opportunity to discuss how I can support your station's operations. Thank you for considering my application. I look forward to the possibility of contributing to Radio Station DYDC.

Sincerely,

LOUIS P. PRADO

Applicant

Contact number: 09630839626

Email Address: louis.prado@vsu.edu.ph