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November 6, 2024

ULDERICO B. ALVIOLA

Head, University Integrated Media Center
Visayas State University
Visca, Baybay City, Leyte

Dear Sir Alviola ,

Greetings!

I am writing this to express my interest in your office. I saw your job posting on the CSC job portal so I was encouraged to take this opportunity to apply for the position of Information Officer I at Visayas State University.

I graduated last July 2023 with a degree in Bachelor of Arts in Communication Arts (Media Studies) . I have a year of experience working as a freelance social media writer and administrative assistant for US-based clients. In these roles, I have honed my ability to develop contents, write captions, manage and grow several social media accounts. I also organize complex tasks and coordinate projects to ensure accuracy in deliverables. I was also an intern at 104.7 Dream Radio, a local radio station in Tacloban City. I served as an intern DJ and news and advertising writer for a few weeks. My background in communication and administration has equipped me with the skills necessary to succeed in the role as Information Officer.

I have strong creative and organizational skills, which I believe are essential for researching, structuring, and crafting engaging news and feature articles. My clear communication style allows me to convey complex information in a way that is accessible and impactful, both in written articles and on social media. I believe these skills are invaluable in producing high-quality content that informs, engages, and supports audiences.

Joining your office as an Information Officer would offer a great opportunity to further develop my skills while contributing to the University's goals. I look forward to discussing how my background and abilities align with the needs of your team.

Please don't hesitate to let me know if you have questions. Thank you.

Sincerely,



ELY SOPHIA LADRERA