

18 June 2021

Dr. Edgardo E. Tulin
President
Office of the President
Visayas State University
ViSCA, Baybay City Leyte

Dear Dr. Tulin,

Good day!

I am writing my interest to apply for the Media Production Specialist II position at the Office of the President. With an eye for detail and a communication professional, I believe I can be an ideal candidate.

Over the 2 years of valuable experience at the Management Information System (MIS) Office, I worked on writing user-friendly manuals, project progress reports, project proposals, and communication papers. I pay keen attention to potential conflict and forethought solutions.

I learned to use new project management tools, especially in formulating the VSU Information System Strategic Plan 2021-2023. This project proposal is the first approved or endorsed ISSP in VSU.

Being the only woman working in the office taught me the importance of building friendship, trust, and a shared project vision. I am a very teachable person who is willing to take corrections for avenues of concern and learn from them.

The Office of the President has a reputation for its optimized processes, quality leadership, and comprehensive client care. If given a chance to work in the highest office in the university, rest assured that I will give you the best out of my abilities.

It would be an honor to be a part of your office. Please contact me thru SMS (0912-097-865) or email at gri.gongora@vsu.edu.ph.

Sincerely Yours,



GANESSA ROSE L. GONGORA
Applicant