

1 April 2024

HONEY SOFIA V. COLIS

Director

Human Resource Management Office

Visayas State University

Visca, Baybay City, Leyte

Dear Director Colis:

Warmest greetings!

I am writing to express my interest in the **Information Officer I** position at the Visayas State University under the University Integrated Media Center. [ITEM NO: INFO1-15-2023].

I graduated with a degree in Bachelor of Science in Development Communication from the Visayas State University in August 2022. I worked as a consultant at the Office of Rep. Carl Cari of the Fifth District of Leyte for one (1) and a half year.

My experience aligns well with the qualifications you are looking for in an Information Officer I. In my work at the Office of Rep. Cari, I had developed a news program called Kinto Bandilyo- where I am the anchor, field reporter, and video editor. I am also responsible for all the Facebook posts of Rep. Carl Cari, and a contributor to the Kinto Bandilyo newspaper. These experiences strengthened my skills, abilities, and passion to apply for the position, contributing to the center's continued growth and success.

My passion and interest in writing and public relations started during high school. I am an active campus journalist, where I served as a member of the radio broadcasting team— a regional winner and a national qualifier. It also heightened during my college years as a Development Communication student, having gained the necessary knowledge and skills in writing and broadcasting. I am also a host and DJ of the Radyo Kabataan- a radio program by the SK Federation of Baybay City aired on 92.5 Groove FM.

These qualities and experiences make me the best candidate for the Information Officer I position. I am passionate and hard-working, have strong communication skills, and am knowledgeable about making creative and outstanding output.

For further information, enclosed are my personal data sheets (PDS) and work experience sheet. Should you have any queries, I am always available for an interview, or you can reach me at 0995-027-9652 or through my email address at victorsamuya17@gmail.com.

I look forward to a positive response to my application.

Thank you, and more power!

Sincerely yours,

VICTOR S. NERI

Applicant