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March 21, 2023

Dr. Christina A. Gabrillo
Director
Radio Station DYDC
Visayas State University Visca, Baybay City, Leyte

Dear Dr. Gabrillo,

I am writing to apply for the Administrative Assistant V position at Radio Station DYDC. I am confident that my experience and qualifications align with the requirements of this role, and I am excited about the opportunity to contribute my skills and expertise to your organization.

Currently, I am working as a COACH L3 (Supervisor) at ePerformax Contact Centers BPO, where I oversee coaches and ensure that they have continuous improvement in terms of handling their team and meeting target scores. My role has taught me the importance of strong communication, leadership, and problem-solving skills, which I believe are essential for the Administrative Assistant V position.

I am a graduate of Bachelor of Science in Development Communication from the Visayas State University. My educational background and work experience have equipped me with the knowledge and skills to employ interpersonal communication skills, facilitate community decision-making, project monitoring, problem-solving, conflict resolution, interest articulation, advocacy, and others. I was able to achieve these interactive activities by conducting Focus Group Discussions, interviews, and surveys.

Moreover, we were developed to write scientific articles and Research and Development papers as part of our course program. My experience in producing radio programs and creative broadcasting using media can also be an asset to your organization.

I am eager to join Radio Station DYDC and contribute to its success by applying my skills and experience. I am confident that I can make a valuable contribution to the team and support the organization's mission to deliver high-quality broadcasts to its listeners.

Thank you for considering my application. I look forward to discussing my qualifications further in an interview.

Sincerely,
Tomas. A. Yamada