

11 May 2023

DR. ROTACIO S. GRAVOSO

DYDC Station Manager
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Gravoso**:

Greetings!

I am reaching out to you to express my great interest in the Broadcast Supervisor position posted in VSU Jobs and would appreciate your consideration as an applicant for the job offer. My academic background, work experiences, skills, and passion for engaging in community broadcasting, extension, and research activities could be harnessed if you give me the chance to be a part of your workforce at DYDC.

I finished my Bachelor of Science in Development Communication degree, major in Community Broadcasting as Magna Cum Laude at VSU, Visca, Baybay City, Leyte in 2018. I am also a Master's Degree holder in Development Communication, with a cognate in Agricultural Extension, which further honed my communication and research skills as well as boosted my passion for extending services to farmers and other less-privileged individuals. With my strong desire to grow professionally, currently, I am pursuing Juris Doctor and already earned 18 units. I have learned skills that are extremely important in higher-level positions such as the ability to think outside the box and find solutions to difficult situations as well as to view circumstances not just from one perspective in order to take a neutral standpoint.

Moreover, I attended seminars and workshops relevant to my professional growth like writing scientific papers for publication, writing research proposals, digital storytelling, documentary, etc. Also, I am capable of conceptualizing and producing communication materials for broadcast and print such as radio plugs, videos, infomercials, leaflets, and posters.

In my previous experiences, I happened to be a documenter during the regional abaca summit spearheaded by the National Abaca Research Center (NARC) at VSU and then employed at the Provincial Environment and Natural Resources (PENRO) Leyte as a communication officer in Palo, Leyte. I also worked at Southern Leyte State University (SLSU)-Hinunangan Campus as a visiting Instructor which contributed a lot to my teaching abilities. My present job as a Science Research Assistant at PhilRootcrops responsible for writing proposals and technical reports, developing IEC materials, managing its digital platforms, documenting extension services, supervising interns, etc., unveil my ability to perform well and advance in my chosen field of endeavor.

I have a strong passion for helping and assisting local people, to grow and improve their lives by inculcating them with knowledge and skills using technologies that I believe would contribute to the fulfillment of VSU's vision and mission. I'm inspired as well to work in an interactive, productive, and efficient working environment that is client-centered. I am eager to learn from others, fast to learn new skills, and can work under pressure.

I welcome the opportunity to discuss this with you in person my qualifications at your convenient time. Please email me at mm.gongora@vsu.edu.ph, if you agree that my qualifications seem to match the said position at your good office. I can be reached anytime through my phone number at 0963-960-7931. Attached is my resume for your perusal. Thank you very much. More power!

Respectfully yours,


MIKAELA M. GONGORA

Applicant