

November 06, 2024

**ULDERICO B. ALVIOLA**

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

Thru:

**HONEY SOFIA V. COLIS**

Director, HRMO  
Visayas State University  
Visca, Baybay City, Leyte

Sir/Ma'am:

Herewith I send an application letter, resume and credentials.

I am writing to express my interest for Information Officer I position at Visayas State University - University Integrated Media Center. Although my degree is in Bachelor of Science in Medical Biology, I am eager to transition into the information and media field. I graduated with flying colors and am proud to be a first-time passer of the Civil Service Examination and certified as an Honor Graduate Eligible by the Civil Service Commission. I also have a relevant training and experience in media and writing developed through my academic journey from elementary to senior high school, I am excited about the opportunity to contribute to your office. My resume and personal data sheet that I submit can explain my qualifications in depth.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your office. Please feel free to contact me at your convenience.

Sincerely yours,

MA. KATE DEANIELLE C. VALDEO  
Applicant

