

March 24, 2025

Visayas State University
Baybay City, Leyte

Thru:

Honey Sofia V. Colis

Director, HRMD

Ma'am,

I am thrilled to extend my interest in becoming part of your team as your Information Officer I, assigned to University Integrated Media and Public Affairs. I am currently an Assistant to the Guidance Counselor, and prior to becoming an AGC, I am part of the Strategic Communication Department in our Local Government Unit under the Office of the Mayor. My job responsibilities are clerical and administrative work, so the task is not new to me. I have work experience in both private and public offices so I had the best of two worlds.

I am a graduate of Bachelor of Science in Psychology with a high interest in the trends of technology. I am also a student leader and a student journalist during my years in college, and I have a strong sense of commitment to public service. With my years of experience, I firmly believe that I can be of great help and contribute my skills to the institution. It has always been my dream of becoming part of a well driven professionals, and I can tell that your office will equip me to become efficient and productive as I love gaining knowledge from well-rounded individuals.

This opportunity will bring the best of me, talent, and my commitment. As someone who puts passion into everything that I do, it is easier for me to fulfill all given tasks. I am a representation of a reliable employee who can flaunt grace amidst pressure.

Thank you for your time and consideration. I'd love a chance to learn more about this position and demonstrate how I can help the team reach its organizational goals. I believe my skills and motivation make me a great potential asset as what is shown with my performance in the attached curriculum vitae. I can be reached at 0999 346 9826 or send me an email through logrosasan@gmail.com if you need any other information.

Sincerely yours,

JESSIE L. SAN JR, RPm, CHRA
Applicant