

December 9, 2025

HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte

Dear Director Colis,

Greetings!

I am writing to express my strong interest in the position of Administrative Assistant III (Broadcast Operations Technician I), as recently advertised on your web site. I am a Licensed Electronics Engineer with a background in telecommunications, technical operations, coordination and data analysis. I believe my qualifications and professional experience make me a strong candidate and a valuable addition to the department.


Through my professional experience as an Engineer, I have developed competencies in monitoring and inspection, with a strong emphasis on attention to detail, efficiency, and adherence to standards. Working in the field to ensure services are properly delivered to consumers and project goals are achieved has strengthened my sense of accountability and teamwork. I have learned the value of collaboration and accuracy in producing reliable results. These experiences have enhanced my ability to analyze data and situations, prepare comprehensive reports, and communicate effectively with the management and stakeholders – skills that I believe are essential in carrying out the responsibilities of the position.

While my engineering background may appear distinct from the role I am applying for, I believe that the skills and experiences I have gained are highly transferable. I am deeply inspired by public service and motivated to contribute to programs that create meaningful impact. My technical expertise, coupled with a results-oriented mindset and a commitment to continuous learning, will enable me to perform effectively and contribute significantly to your department.

Attached are my Personal Data Sheet (PDS), CV, Diploma, COE, Training Certificate, Transcript of Records, and Proof of license for your reference. I would appreciate the opportunity to further discuss how my background and skills align with your department's goals and how I can contribute to its continuing success. I am available at your convenience via email at djeffreyjay@gmail.com or by phone at +63977-123-1686.

Thank you very much for considering my application.

Sincerely,



Jeffrey Jay O. Diaz