

March 25, 2025

HONEV SOFIA V. COUS

Director, HRMD

Visayas State University

Baybay City, Leyte

[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

Dear Ms. Cous,

I am writing to express my interest in the Information Officer I position at Visayas State University (VSU), as advertised on the facebook page of Eastern Visayas Vacancies Daily. While my background is in Tourism Management, I am a highly motivated and adaptable recent graduate of Leyte Normal University, having earned my Bachelor of Science in Tourism Management (Major in Travel Management) with Cum Laude honors in June 2024.

Although my degree is not directly aligned with the Information Officer role, my academic experience has equipped me with a strong foundation in research, communication, and problem-solving. Furthermore, my internship at Viaje Holidays Travel Services honed my skills in optimizing workflows, improving efficiency, and collaborating effectively within teams – all transferable skills highly valuable in a public relations or information dissemination role.

My resume, attached for your review, details my academic achievements and internship experience. I am a quick learner, eager to contribute to VSU, and committed to developing the necessary skills to excel as an Information Officer. I am confident that my dedication, strong work ethic, and positive attitude will allow me to quickly adapt and make significant contributions to your team.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Kaye M. Opiniano