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To:

Jeffrey Lloyd L. Cagande

Director

Alumni and Community Relations Office

Visayas State University

Visca Baybay City, Leyte 6521-A, PHILIPPINES



To Sir Cagande,

Good day! I am Michael Anthony C. Manzanillo, writing to express my interest in the **ADMINISTRATIVE ASSISTANT II (Media Production Assistant)** position for Visayas State University's Alumni and Community Relations Office. I am a hardworking and dedicated individual looking for opportunities that can help me grow in terms of career in the creative field as it is within the scope of my craft and expertise. Having graduated with a latin honor, I know the value of diligence in one's work and how to adapt to the changes in environment. I have worked effectively individually and in group settings, I make sure that the quality of service that I deliver is exceptional in any aspect.

I took up Fine Arts major in Painting and graduated from the University of Santo Tomas and have previously worked in both a government and private institution/company. As someone who is skilled in communication both written and verbally, I can say that I will be able to bring good contributions to a workplace. Creating structural and systematic information through content and output is something that I am enthusiastic about. As a graduate of the fine arts, I know how it is to take information and translate them into a product of that collective thought. I am also tech savvy and a fast learner, who is very willing to learn about the type of work assigned to me.

I have had experiences in different fields where I was exposed to groups of people and individuals who needed coordination for systems to work. During my days in college, I have experienced handling social media pages, responding to messages, and posting publications with punctuality and creative captions as a Public Relations Officer for organizations and also taking photos and post-processing them as a Documentations Head, simultaneously. I have successfully accomplished tasks where multitasking was needed for optimum results, I make sure that any task given to me is handled with professionalism and responsibility. During my post-graduation period, I ventured the digital arts and was able to do freelance commissions and client-based works both local and international, wherein I was given the opportunity to design layouts of brand merchandise, logos, templates, and the like. During A.Y. 2022-2023, I worked at Visayas State University for a whole academic year as a part-time instructor for the Bachelor of Culture and Arts Education Department under the Institute of Human Kinetics, where I was able to use both my communications skills in delivering lessons and my artistry whenever there were events and instances that needed my creativity such as designing the brand of the Intramurals 2022 and the Visayas State University's SCUAA 2023 uniform designs. Recently, I was employed at a private company in Baybay City where I was able to use my skills in design and media to cater to the needs of the Baybayanons in terms of merchandise and sportswear at Printa Baybay.

Currently, I am a Graphic Designer of Baybay City LGU's Media Team under the Office of the City Administration wherein not only was I able to utilize my design skills but also my other skills in multimedia as a part of a multifaceted working environment which handles media coverage of various events in the locality of Baybay City such as its 18th Charter Day Celebrations and the recent local elections. I believe that these qualities, experiences, and exposure will help add to the quality of service that I can offer to Visayas State University, and most especially its students and community.

I am a creative who is very eager in finding a career opportunity where I can not only grow as an individual but also help progress the collective and the community with the use of my skills and knowledge. Currently, I have an existing 3-month contract with the Baybay City LGU which is due to end on September 30, 2025 but should you find my qualifications fit for the position, please do contact me through my number or email as I am willing to start on October 2025. Thank you for your time and I hope to be of service to the university again if given the chance. Looking forward to hear from you soon and best regards.

Sincerely,


Michael Anthony Contridas Manzanillo