

August 1, 2021

**DR. EDGARDO E. TULIN**

President, Visayas State University  
VSU, Baybay City, Leyte

Dear **Dr. Tulin**,

I would like to express my immense interest to apply for the position Administrative Assistant III (Broadcast Operations Technician I).

I am currently working at ePERFORMAX contact centers and BPO for almost three years as a customer service consultant. While working at the company, I became a Subject Matter Expert (SME), which gave me the responsibility to teach and help new hires with their queries about the product specifics. I was also part of the Leadership Evolution & Advancement Program (LEAP) which gave me the opportunity to hone my communication and leadership skills.

I graduated Bachelor of Science in Development Communication at the Visayas State University. My work experience and educational background helped me acquired several knowledge and skills. I was trained to employ interpersonal communication skills, facilitate community decision-making, project monitoring, problem solving, conflict resolution, interest articulation, advocacy and others. I was able to achieve these interactive activities by conducting Focus Group Discussions, interviews, and surveys. I was also practiced to use media to thoroughly complete these aims by producing radio programs and creative broadcasting. Moreover, we were developed to write scientific articles and Research and Development papers as part of our course program.

Further examples of my skills and achievements are outlined on the attached document. I will grab every opportunity to learn more and to keep me growing as a globally competent person.

Attached is my resume for your perusal. I believe that I will be a very competitive candidate for the position. I can be reached anytime via email at [trixieyamada@gmail.com](mailto:trixieyamada@gmail.com) or my cellphone, 0956-831-3933.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Very respectfully yours,

**TOMAS A. YAMADA**