

Jan Luziel D. Moreno
Zone 1, Barangay Caridad
Baybay City, Leyte 6521
April 1, 2024

Ulderico B. Alviola
Head
University Integrated Media Center
Visayas State University
Visca, Baybay City, Leyte

Dear Sir Alviola,

I am writing to express my interest in the Information Officer position at Visayas State University. With a degree in Economics from Visayas State University and practical experience gained through part-time work as an enumerator and my internship at DENR under the records unit, I am confident in my ability to contribute effectively to your team.

During my time at Visayas State University, I developed a strong foundation in data analysis, research methodologies, and communication skills. These skills were further honed through my part-time role as an enumerator, where I gained valuable experience in collecting and analyzing data accurately and efficiently. Additionally, my internship at DENR provided me with firsthand experience in managing information and records effectively, further enhancing my organizational and administrative abilities.

I am particularly drawn to the Information Officer position at Visayas State University because of my passion for utilizing information to drive decision-making and improve organizational processes. I am eager to leverage my skills and knowledge to contribute to the university's mission of excellence in education and research.

Furthermore, I am highly adaptable and eager to learn, with a strong willingness to take on new challenges and responsibilities. I am confident that my academic background, practical experience, and enthusiasm for learning make me a strong candidate for this role.

I am excited about the opportunity to be a part of the dynamic team at Visayas State University and contribute to the university's continued success. Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences align with the needs of your department.

Sincerely,

Jan Luziel D. Moreno