

**JEFFREY LLOYD L. CAGANDE**

Director  
Alumni and Community Relations Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir,

Good day!

I am writing to express my interest in the position of Media Production Assistant at Visayas State University. As a Licensed Professional Teacher with a Bachelor of Secondary Education, Major in Science (Cum Laude), and with relevant experience in academic consulting, research, and educational content creation, I believe I possess the competencies and commitment that align with the role's requirements.

In my academic and professional journey, I have consistently exemplified integrity and professionalism, adhering to ethical standards while delivering high-quality outputs. I have experience in communication-savvy work, such as presenting research at conferences, serving as a guest panelist in academic defenses, and facilitating workshops. These opportunities required me to convey complex concepts clearly, tailor information for diverse audiences, and ensure accuracy in content delivery.

My background also reflects service excellence and interpersonal relationship management through my work as a research consultant and substitute teacher, where I collaborated with teams, guided students, and ensured timely project completion. I have adapted to varying work environments and tasks, demonstrating change adaptation and critical thinking in problem-solving situations.

In addition, I have developed documentation and records management skills through preparing academic reports, compiling research data, and managing publication submissions. My experience in photography and content creation further equips me with technical creativity valuable for media production.

I am particularly drawn to this position because it allows me to integrate my skills in communication, organization, and creative content production in service to the university's mission. I am confident that my adaptability, attention to detail, and commitment to excellence will make me a strong asset to your team.

Thank you for considering my application. I look forward to the opportunity to contribute to Visayas State University's initiatives and discuss how my skills align with your needs for this role.

Sincerely,

  
**ROD JAMES LATORENO BANDE**  
Applicant