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MIKE LAURENCE V. LUMEN

Director, University Integrated Media and Public Affairs
VSU, Baybay City, Leyte

HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte

I am writing this to express my interest in your office. I saw your job posting on the CSC job portal so I was encouraged to take this opportunity to apply for the position of Information Officer I at Visayas State University.

Currently, I am working as a GIP (Government Internship Program) at NEDA VIII. I serve as a support staff for the Regional Development Council (RDC) Secretariat. Working with RDC VIII trained me to coordinate properly with different agencies, and review Executive Orders and Manual of Operations to aid in the analysis of higher officials.

After graduating last July 2023 with a degree in Bachelor of Arts in Communication Arts (Media Studies), I have been working as a freelance social media writer and administrative assistant for US-based clients. In these roles, I have honed my ability to develop contents, write captions, manage and grow several social media accounts. I also organize complex tasks and coordinate projects to ensure accuracy in deliverables.

I was also an intern at 104.7 Dream Radio, a local radio station in Tacloban City. I served as an intern DJ and news and advertising writer for a few weeks. My background in communication and administration has equipped me with the skills necessary to succeed in the role as Information Officer I.

I have strong creative and organizational skills, which I believe are essential for researching, structuring, and crafting engaging news and feature articles. My clear communication style allows me to convey complex information in a way that is accessible and impactful, both in written articles and on social media. I believe these skills are invaluable in producing high-quality content that informs, engages, and supports audiences.

Joining your office as an Information Officer would offer a great opportunity to further develop my skills while contributing to the University's goals. I look forward to discussing how my background and abilities align with the needs of your team. Please don't hesitate to let me know if you have questions. Thank you.

Sincerely,



ELY SOPHIA K. LADRERA