

MARIA FATIMA B. ESTROSAS

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CORAZON A. PADILLA

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

Dear Prof. Padilla,

I am writing to you to show my intent in applying for the position of Media Production Assistant as I have seen such hiring call posted on the VSU HRMIS system. I am still connected in Visayas State University (VSU) as a Science Aide in the OVPREI Director for Extension's Office, but I am seeking more opportunities to grow as an individual and as a professional by applying for a permanent job in your good office.

As a development communication graduate, I am very well equipped with all the necessary skills in media production like article writing, newsletter, layout and video editing, content creator and even as a social media manager.

For more than six years, I have been working effectively in VSU as an administrative in charge in monitoring and evaluation of the VSU extension projects, within this field I am also tasked to communicate and update all extension project leaders regarding any extension activities, facilitate trainings and organize extension related programs such as Farmers and Fisherfolks Forum and extension In-House Review.

I believe that with this experience and the skills that I have, this new opportunity fits me well.

Thank you for considering my application. It is my pleasure to hear from you about this potential job opportunity. You may reach me through my digits or email address indicated on the heading of this letter.

Sincerely,



MARIA FATIMA B. ESTROSAS