

RAMON RYAN F. SOROÑO

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Guiraldo C. Fernandez Jr.
BOR & University Secretary
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Guiraldo,

I am writing to express my keen interest in the **Board Secretary I position** at the BOR & University Secretary Office of the Visayas State University Main Campus as advertised in the VSU HRIS. With my 10 months of experience as a college instructor at the Department of Arts, Languages, and Literature (DALL), I am confident that I possess the necessary skills and qualifications necessary to excel in this role and contribute significantly to the effective functioning of your board.

In my previous role at DALL, I honed my abilities in all aspects. I collaborated with my colleagues in editing and revising course syllabi in order to provide the best possible learning experience. I also maintain accurate records of my students. In addition, I frequently communicate with my students to cater their needs regarding course requirements. On top of this, I ensure compliance as well – I possess strong understanding of rules and relevant regulations.

Beyond these responsibilities, I am proficient in organizational and time management skills. I am a highly motivated individual with a strong work ethic and a keen eye for detail. My qualifications include a bachelor's degree in English Language Studies (Magna Cum Laude), as well as the first president of Baybay Writer's Collective A.Y. 2022-2023.

In addition to these achievements, I have attended several seminars and literary workshops throughout my career for my professional development. Some of these include the 19th Lamiraw Creative Writing Workshop, where I was awarded the Most Promising Fellow Award, the Drama Workshop with Amado Arjhay Babon, Creative Nonfiction Workshop with Ma. Carmie Flor Ortego, Fiction Workshop with Firie Jill Ramos, Poetry Workshop with Jerry Gracio, and Ang Gubat Playwrighting Workshop.

I am confident that my skills and experience align perfectly with the requirements of this position. I have attached my resume for your perusal, which further details my qualifications.

Thank you for your time and consideration. I am eager to learn more about this opportunity and discuss how I can contribute to the success of BOR. I look forward to hearing from you soon. I appreciate you taking the time to read my cover letter. If you have any questions in the meantime, please feel free to contact me via phone or email.

Sincerely yours,


Ramon Ryan F. Sorono