

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Mr/s. Colis,

I am writing to express my interest in the Information Officer I (Job Code: JBIFM) position at Visayas State University. As a graduate of Bachelor of Secondary Education in English from Southern Leyte State University – Tomas Oppus, I am eager to bring my strong writing skills, creativity, and passion for education to contribute to the university's mission of academic excellence and intellectual growth.

Throughout my academic journey, I have developed a deep appreciation for the power of words and the ability to communicate effectively. My coursework in English literature and language has not only expanded my knowledge of diverse literary works but has also honed my analytical and critical thinking skills. As a writer, I possess the ability to craft compelling and well-researched content that engages readers and effectively conveys complex ideas.

During my time as a student, I actively pursued journalism opportunities both inside and outside the classroom. I have contributed articles to the university's literary magazine, where I gained experience in editing and proofreading. Additionally, I have honed my writing skills by creating educational content for online platforms, developing engaging posts, and crafting persuasive essays.

I am currently working on a Job Order status at Southern Leyte State University as an Article Writer at the Public Affairs and Strategic Communications Office (PASCom.) I believe that my experience with PASCom will meaningfully contribute to what I can offer in the university. My role in my current job also fits the competencies you have written in your job opening. Furthermore, my experience as a student teacher has allowed me to develop strong communication and collaboration skills.

I have heard about your job opening through the Civil Service Commission's website, and I am inspired by the opportunity to contribute my writing skills to promote the university's achievements, research initiatives, and educational programs. I am confident that my strong research abilities, attention to detail, and passion for education make me a strong fit for the Information Officer I position at Visayas State University.

Enclosed is my resume for your review. I would welcome the opportunity to discuss how my qualifications align with the needs of the university in more detail. Thank you for considering my application. I look forward to the possibility of utilizing my writing skills to support the university's mission and contribute to its continued success. You may contact me through my email address, glorymaecadiz0120@gmail.com or through the following numbers, 09654928644/ 09308611109.

Sincerely,
Glory Mae O. Cadiz