

22 March 2023

ROTACIO S. GRAVOSO  
Head  
DYDC FM  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. ROTACIO S. GRAVOSO,

Greetings!

I am Sarah Faith Cinto-Daclizon a graduate of Bachelor of Science in Development Communication, major in Development Broadcasting Batch 2019. I have found and read your job posting on the official website of Visayas State University for ADMINISTRATIVE ASSISTANT V POSITION (Elect & Comm Equipt Tech III) with a permanent designation and the opportunity presented is very interesting.

Although I have no experience in being a recording technician but I have assisted and edited a number of audios to give my point that I do have the skill to do the job . And I believe that through my knowledge, ability, training , possibilities, and growth , I can provide not just satisfactory but best results for the radio station and that is enough to make me a candidate for the position.

I am looking forward for the interviews to further discuss my fit for this position.

For additional information, please see my resume attached.

I can be reached through this mobile #0945-2500-996 and this email:

sarah.daclizon@vsu.edu.ph

Thank you for your time and consideration and I look forward for your response with this job opportunity.

Respectfully Yours,

  
Sarah Faith Cinto-Daclizon



# Sarah faith Cinto-Daclizon

## Broadcast Operator/ Announcer

Brgy. Gabas, Baybay City, Leyte  
Tel No: 0945-2500-996  
sarah.daclizon@vsu.edu.ph

### Summary

I am goal oriented with no to minimal experience with being a Recording technician but if given the opportunity to learn and grow can provide and strive not satisfactory but best results.

### RELEVANT SKILLS

- Audio editing
- Audio mixing
- Disk Jockeying

### ESSENTIAL SKILLS

- Adaptability
- Communication
- Time Management
- Critical Thinker
- Team Player

### WORK EXPERIENCE



Broadcast Program Producer I  
VSU RADIO DYDC-FM

#### A NON-PROFIT RADIO STATION

SEPTEMBER 2021- PRESENT (1 year, 6 months)

- HANDLED RADIO PROGRAMS AND ASSISTED RECORDING TASKS AND EDITED RADIO PLUGS/SPOTS AND PROGRAM TEASERS IN THE RADIO STATION

Student Assistant  
VSU RADIO DYDC-FM

student intern (On-the-Job Training)  
VSU RADIO DYDC-FM

### EDUCATION HISTORY



Bachelor of Science in Development Communication  
Major in Community Broadcasting  
Visayas State University  
Year of Graduation: 2019