

July 15, 2024

Dr. Ulderico B. Alviola
Department Head
Department of Development Communication
Visayas State University

Dear Dr. Alviola:

Good day! I am a graduating Bachelor of Science in Development Communication. I'm writing to express my interest in the part-time position available in your department and would appreciate being considered for it.

This would be an opportunity to gain experience in the field and to manage the knowledge gained from the different relevant coursework in my four years by sharing them with the younger ones. I am a very passionate person who has the goal of not just fostering self-growth but the growth of others as well, especially their skills in some technical areas of development communication that students need to learn.

I have strong communication skills and a crisp writing and reporting style. All of which were learned in my four years as a development communication student, my internship opportunity, the volunteer work of our established organization, the Student Broadcasters' Circle, my student assistantship days at VSU DYDC FM, and my participation in outreach activities where I teach young individuals with passion for broadcasting, which are vital to the fulfillment of my key responsibilities as a part-time instructor who will soon be in charge of effectively and clearly presenting lessons with appropriate practical demonstrations on topics for the students.

I appreciate your time spent reviewing this letter and look forward to hearing from you about the next steps in the hiring process. If my background meets the qualities you've been looking for in this position, I do hope you won't hesitate to contact me with your questions for additional information within the regular working hours through this number: 09380040802.

Sincerely,

Mark Clarence A. Gantiao