

MARIANNE C. BAYRON

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ULDERICO B. ALVIOLA

Head
University Integrated Media Center
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Alviola**:

Greetings!

I am interested to apply for the Information Officer I role in your office. Having worked for the public relations arm of VSU, the Integrated Media Center, for a year and half now, I have developed my communication and writing skills more profoundly. I understand how to manage the university's communication channels effectively and promote its own branding, especially in publishing creative contents for the Viscan community and the public.

I have worked in the media team composed of at least 10 creative people. During university events, I and my colleagues help provide the technical support namely livestreaming, social media posting, photo and video documenting, and layouting. I am resourceful, research-oriented, and diligent person. I have written and published more than 100 news and feature stories to VSU's official website. Some of my articles were picked up by other media organizations such as SunStar Cebu and Rappler.

With my experience in covering different events and interviewing scientists, academicians, and students, I have developed the skill to connect and be a proactive listener. I have mentored at least 5 Development Communication interns in 2022 in news writing and have served as a resource speaker in Campus Journalism Workshop twice this year. Under minimal supervision, I can deliver my assigned tasks such as producing at least 10 or more articles every month about the different success stories of VSU especially in research and innovation, instruction, and extension which are vital for the university rankings. I am eager to share my skills and grow professionally in your office.

I look forward to hearing from you and meeting you for a future interview. For further inquiries, please contact me through email at mariannecairobayron@gmail.com or mobile number at 0950-7423-907. Thank you very much.

Sincerely,



MARIANNE C. BAYRON

Applicant