

March 26, 2025

HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte

Dear Director Colis,

I am writing to express my strong interest in the Information Officer I position within the University Integrated Media and Public Affairs Department at Visayas State University. As a graduate of Mass Communication, I am confident that my background and experiences make me well-suited for this role.

Throughout my academic journey, I have been instilled with a strong sense of integrity and professionalism, which I have continuously applied in my career. With nine years of professional experience, I have refined my skills and developed a deep commitment to delivering high-quality work.

In my previous role as an Advocacy and Communication Officer for a non-government organization, I had the opportunity to apply my expertise in community engagement, media strategies, policy advocacy, and fostering collaborations between government and non-government organizations. One of my notable accomplishments was leading successful HIV/STI campaigns in Cebu through initiatives by UNICEF and the Global Fund, which resulted in significant impact.

Additionally, my experience in the corporate sector has allowed me to transition from an associate role to managerial positions, where I honed my skills in administrative functions, process management, and performance monitoring. This progression has further strengthened my ability to manage projects efficiently and produce results.

With a passion for optimizing systems and workflows to enhance productivity, I am excited about the opportunity to contribute my skills and expertise to Visayas State University. I am eager to be part of a team that values innovation and effective communication, and I am confident that my experience will allow me to make meaningful contributions to the department.

Thank you for considering my application. I have attached my personal data sheet and application materials for your review. I look forward to the opportunity to discuss how my skills and experience align with the needs of your team. Should you require any additional information, please feel free to contact me via phone or email.

Respectfully Yours,



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