

**Ma. Theresa A. Arcelo**

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**Mike Laurence V. Lumen**

Director, University Integrated Media and Public Affairs  
Visayas State University  
Visca, Baybay City, Leyte, 6521

Dear Mr. Lumen:

Greetings of peace and prosperity!

In response to the job vacancy, I am writing to express my interest in applying for the position of Information Officer I at the University Integrated Media and Public Affairs in Visayas State University - Main Campus.

I hold a bachelor's degree in Development Communication from Visayas State University - Main Campus, which has provided me with a strong foundation in communication, research, evaluation, writing, management, IEC materials, and digital literacy. My academic journey has honed my versatility across various fields, giving me the confidence to contribute effectively to your team and its goals.

Moreover, my work experience as a Customer Service Representative (CSR), Science Research Assistant (SRA), and Alternate Deputy Data Record Controller (adDRC) has greatly contributed to my personal and professional growth. These roles have strengthened my adaptability, analytical skills, and ability to work in a dynamic environment.

I am eager to learn and undergo training at the University Integrated Media and Public Affairs. I recognize that this role presents both challenges and opportunities, and I see it as a valuable step in advancing my career while enhancing my skills and knowledge.

With this, I am ready to embark on new journeys, take on responsibilities, and embrace challenges. I look forward to the opportunity to contribute to your team.

Thank you!

Respectfully yours,



MA. THERESA A. ARCELO