

November 22, 2025

HONEY SOFIA B. COLIS

Director, Human Resource Management Department
G/F Administration Building
Visca Baybay City, Leyte 6521-A, Philippines

Dear Ms. Colis,

I am a fresh graduate of the degree program Bachelor of Science in Meteorology at Visayas State University. I am writing this letter to express my sincere interest in applying for the position **Education Research Assistant I** under the Office of the Vice President for the Student Affairs and Services.

During my undergraduate studies, I focused on research within the field of Meteorology. I am proficient in data analysis and visualization, utilizing the Python programming language. I also had the opportunity to present my undergraduate thesis at the 2025 Philippine Meteorological Society (PMS) Annual Convention, where I shared my academic work with professionals in the field. Beyond my meteorological research, I possess strong capabilities in planning and executing programs and projects designed to achieve university objectives and targets.

I further developed my leadership and organizational skills through extensive involvement in student governance. I served as an officer of the VSU Meteorological Society (VSUMetSoc) for two years and was one of the pioneering officers and the Intelligence Officer of the Philippine Coast Guard Auxiliary – VSU Student Chapter (PCGA-VSUSC). In these roles, I successfully led and executed various projects and events. Notably, as the Intelligence Officer for PCGA-VSUSC, I processed all required documents for the organization's accreditation—a crucial stage that resulted in its formal recognition by the university. These experiences have equipped me with excellent interpersonal, communication, and leadership skills essential for an efficient Research Assistant.

I believe that my technical skills in data analysis, combined with my passion for public service, thirst for knowledge, and my methodological and goal-oriented approach in my work, align perfectly with the requirements of this role. I am eager to contribute meaningfully to the university's mission through scientific research and service.

Thank you for considering my application. I look forward to the opportunity to further discuss how I can contribute and grow as a professional within the university.

Respectfully yours,


Jelly Beth M. Vasquez