

July 17, 2025

**Dr. Rotacio S. Gravoso**

Vice President for Academic Affairs  
Visayas State University

Dear Dr Gravoso,

I am writing to express my intention to apply for a Administrative Assistant III position at Office of the Vice President of Academic Affairs.

My name is Angelica G. Barcos, 28 years old, single, and residing in Brgy. Altavista Baybay City, Leyte. A graduate of BS in Computer Science. I am competent in providing timely, efficient and accurate results. Moreover, while my job experience has afforded me skills and accurate decision-making abilities, I am endowed with strong organizational and analytical skills, ability to produce consistently accurate results, and ability to multitask and manage conflicting demands.

From October 2020 to January 2022, I was a Job Order at LGU Baybay. I also worked as a Science Research Assistant at Visayas State University under the Supervision of Dr. Ma. Rachel Kim L. Aure from July 2022 to January 2023, and as a VSUEE Technical Support at the Office of Instructional Materials Development (OIMD), Visayas State University, from January 2023 to December 2024 and recently I am working at the Office of the Vice President for Academic Affairs (OVPAA) as Clerk.

My determination and hard work inspire me to apply for a position that aligns with my qualifications. I hope you will consider my application and allow me the opportunity to share my skills and dedication to service.

Thank you very much for your consideration.

Respectfully yours,

  
**Angelica G. Barcos**  
Applicant