

28 November 2025

ALELI A. VILLOCINO, PhD

VP for Students' Affairs and Services

Visayas State University

Pangasugan, Baybay City, Leyte

Dear Dr. Villocino:

Greetings!

I am writing to express my interest in the Education Research Assistant position at the Office of the Vice President for Students' Affairs and Services. I recently completed my degree in Development Communication and have hands-on experience in research, qualitative data analysis, layout and graphic designing, and academic project coordination.

Through my roles as a Science Research Assistant and a part-time Qualitative Data Analyst, I gained experience in data gathering, transcription, thematic coding, and preparing research outputs for academic projects. I have also experience assisting and documenting events and development of communication materials, tasks that align with the needs of your office.

I am confident that my research background, attention to detail, and commitment will allow me to contribute effectively to OVPSAS, while also allowing me to grow and learn through the experience. I would be grateful for the opportunity to support your ongoing initiatives.

Thank you for considering my application.

Respectfully yours,

Arjun Jay Libato