

March 3, 2024

Dr. James A. Patindol  
Head, Central Analytical Services Laboratory  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Patindol,

I am writing to express my interest in the Science Research Assistant position within the Central Analytical Services Laboratory at Visayas State University, as advertised. With my educational background as a graduate of Bachelor of Science in Biotechnology and practical experience in chemistry instruction, particularly in laboratory settings, I am keen on contributing to your institution's research efforts.

My experience as a part-time chemistry instructor has provided me with an understanding of the importance of meticulous experimental design, precise data collection, and rigorous analysis, all of which are important in scientific research. I am proficient at utilizing a wide range of laboratory instrumentation and techniques, including spectroscopy, chromatography, and titration methods, among others. Moreover, my familiarity with safety protocols and best practices ensures a secure and productive laboratory environment.

Beyond my instructional role, I have been involved in the calibration, maintenance, and troubleshooting of various analytical instruments, ensuring their optimal performance and accuracy. Additionally, I have assisted in various certifications, where I implemented quality processes to ensure compliance during surveillance audits and program accreditations. With this in mind, I believe that my qualifications would meet your standards for hiring.

I appreciate your time and consideration in reviewing this letter. If you have any questions or need any additional information, please don't hesitate to contact me. I look forward to hearing from you.

Sincerely,

Heidi Lynn P. Napoles