

December 3, 2025

**HONEY SOFIA V. COLIS**

Director, HRMD

Visayas State University

Baybay City, Leyte

**Dear Ma'am Colis:**

I am writing to your office to express my sincere interest in the Laboratory Technician I position at the National Abaca Research Center. My current experiences and skills can contribute to the office with my previous food safety research and administrative support background.

As a Research Assistant in my previous role, I provided comprehensive assistance to the research team, including detailed planning, data management of different results, and smooth communication in the different departments involved. These tasks require great organization and multitasking abilities which as a result, developed my time management skills, adaptability, working under pressure, and the importance of efficiency and accuracy in detail. Additionally, I conducted microbial and physicochemical analyses, monitored and maintained sanitation standards in the food and processing laboratory, and gained experience needed as a laboratory technician.

I am looking forward to harnessing an opportunity to apply my skills in a new context and environment.

Thank you for taking the time to consider my application. I look forward to the opportunity to gain new knowledge and working experiences with the team. Please advise me of any additional procedure that I should follow. I can be reached by phone (09469343532) or email (alyssafayecapacio@gmail.com).

Respectfully,



ALYSSA FAYE Z. CAPACIO