

August 13, 2024

Dr. Cheryl C. Batistel
Department Head

Department of Biological Sciences
Visayas State University
Visca Baybay City, Leyte

Dear Dr. Batistel,

Good day

I am writing to express my interest in the part-time instructor position in the Department of Biological Sciences. I believe my educational background and experiences qualify me for this role. I earned a Bachelor's degree in Biology with a major in Zoology in 2024.

I applied analytical skills gained from my undergraduate degree during a month-long internship at First Analytical Services and Technical Cooperative (F.A.S.T.) Laboratories. As a Food and Water Sample Analyst in their Microbiology department, I adhered to the company's standards and protocols. Furthermore, my analytical and laboratory competencies were strengthened through conducting my thesis titled 'Haplotype Analysis of Coconut Rhinoceros Beetle *Oryctes rhinoceros* Linn. (Coleoptera: Scarabaeidae) Using ATP Synthase Membrane Subunit 6 and Cytochrome C Oxidase Subunit 3 Genes.

I have also held leadership roles as a second-year representative and Vice President of the Organization of Biology Students (OBioS) during my college years. My leadership skills were essential in coordinating the Project: Installing Waste Disposal Management Stations (IWaS Plastics), funded by the Sustainable Ocean Alliance (SOA). The SOA organization subsequently recognized me as one of their youth hub leaders.

I am confident in my work abilities but also recognize the importance of continuous learning. I am eager to contribute to your department and acquire new skills.

I am an organized individual with a strong work ethic and a commitment to professionalism. My internship at F.A.S.T. Laboratories emphasized the importance of time management and organization in completing daily tasks.

My background and skills make me a suitable candidate for this position. Thank you for your consideration. I look forward in hearing from you to arrange a time to speak in person. I can also be contact in my email address alexispoliquit1@gmail.com, and in my phone number 09686906879.

Respectfully yours,
Alexis L. Poliquit