

20 Febuary 2023

To:

Honey Sofia V. Colis

Director

Office of the Director for Human Resources
Management

Visayas State University

Dear Ma'am Colis,

I am writing to express my intent to apply for the position of Instructor I. I believe that my bachelor's degree and the work experiences I have fit the professional qualifications and responsibilities you are looking for.

I graduated Cum Laude with a GPA of 1.5 with the degree Bachelor of Science in Chemistry under the tutelage of DoPAC and then passed the Chemistry Licensure Exam in one take to become a registered Chemist under the Philippine Regulation Commission in 2017.

I worked as a Technical Sales Chemist, an application chemist with sales responsibilities, for 4 year and 5 months handling environmental and laboratory analytical instruments. I conducted trainings and demonstrations to customers, often times in front of huge groups. This experience allowed me to develop my communications skills. Aside from the sales work, I provide technical assistance and support to the clients concerning instrument use and maintenance of their instruments. Moreover, I also assist the service engineers with troubleshooting and provide inputs on the experimental setup for clients. I am well-acquainted with a lot of analytical instrumentation, ranging from X-ray fluorescence, ICP-OES, to Scanning Electron Microscopy and also well versed in various environmental monitoring instruments.

Though only for 6 months, I worked at the Visayas State University as a Part-Time Instructor for the Department of Pure and Applied Chemistry. I taught in both lecture and laboratory classes. Subjects that I handled were General Chemistry, Biochemistry, Analytical Chemistry, and Physical Chemistry.

I am hopeful that providing all these information and experiences I have allow your company to assess my application. I would love to get interviewed as my line is always open.

Thank you so much for spending time to read my Application letter.

Sincerely Yours,

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About me.

A licensed chemist with a strong background in analytical instrumentation as well as environmental monitoring and research equipment. College instructor who handled both lecture and laboratory classes on several Chemistry major subjects.