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March 2, 2024

DR. JAMES A. PATINDOL

Head, Central Analytical Services Laboratory

Visayas State University

ViSCA, Baybay City, Leyte

ATTN: MS. HONEY SOFIA V. COLIS

Director, Human Resource Management Office

Dear **Dr. Patindol**:

I am writing to express my keen interest in the **Science Research Assistant (SRA)** position (Job Code: **NIYTEG**) at the Central Analytical Services Laboratory (CASL) as posted on the VSU Jobs website.

Having recently graduated Cum Laude with a Bachelor of Science in Meteorology (BSMet) degree from Visayas State University–Main Campus, I have become equipped with the necessary knowledge and skills to be effective as an SRA. I bring ample research experience, producing seven manuscripts in my ten years of studying at VSU since high school. These manuscripts are from various categories, from life sciences to disaster risk reduction. One of these manuscripts won 2nd best STEM research during our Annual SHS Research Congress 2019. Through these experiences, I have demonstrated my ability to accurately collect, process, analyze, and interpret data from various sources.

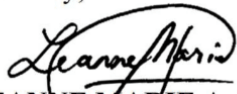
My internship experiences include an 80-hour immersion at the VSU Department of Pure and Applied Chemistry (DoPAC) in 2019 and a 240-hour training at the Research and Development and Training Division (RDTD), DOST-PAGASA Central Office in 2022. In DoPAC, I prepared laboratory materials and chemical solutions for students' laboratory exercises. In the latter, I was involved in a government-funded project on risk assessment, where I assisted the staff in information, education, and communication (IEC) material creation, data inputting, and secretarial work.

Furthermore, as a DOST-SEI scholar and a student leader, active involvement in diverse student and voluntary organizations sharpened my organization, collaboration, people management, and communication skills. I organized many student and community development activities. Moreover, I spearheaded the creation of document filing systems that the organizations I served still use today.

I am confident that these unique experiences serve as an edge that would help me deliver the position's obligations efficiently. I welcome the opportunity to discuss how my experiences align with the SRA position at CASL and how I can contribute to its mission.

Thank you for considering my application. I am eager to contribute my skills and knowledge to CASL's operations. I look forward to discussing my candidacy further.

Sincerely,



LEANNE MARIE A. LORETO