

July 18, 2025

HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte

Dear Ms. Colis,

Good day! I hope this message finds you well.

I am writing to formally express my interest in applying for the position of Science Research Assistant at VSU, Baybay City, Leyte. With a solid background in analytical laboratory setting and a strong foundation in science education, administrative and management skills, I am confident in my ability to contribute significantly to the goals and mandates of the Institution.

I earned valuable experience as a Laboratory Chemist at F.A.S.T. Laboratories in Mandaue City, Cebu from 2019 to 2020, where I developed technical expertise in analytical laboratory testing. I then served as a Special Science Teacher I at Baybay City Senior High School in Leyte from 2020 to 2023, as also part of my rendering of service as a DOST-JLSS scholar under RA 10612, honing my administrative and communication skills and reinforcing my scientific and research knowledge through teaching and mentoring senior high school students. Most recently, I worked as a Laboratory Analyst I – Stationary and as Safety Officer 2 at SGS Philippines, Inc. in Cagayan de Oro City, Misamis Oriental since 2023, where I continued to expand my skills in analytical chemistry, laboratory management, QHSEE, and administrative tasks as well as having experience in ISO/IEC 17025:2017 accreditation and certification of ISO 9001:2015, ISO 14001:2015 and ISO 45001.

I believe that my diverse professional background and experience, along with my commitment to excellence, makes me a strong candidate for this role. I am eager to bring my experience and dedication to service to the Institute and I look forward to the opportunity to contribute to your team. Thank you for considering my application. I would welcome the opportunity to further discuss how my qualifications align with the agency's objectives. For further information, kindly refer to the attached documents. Please feel free to contact me at jonkarlou.benitez@gmail.com or 09176373103 at your convenience.

Sincerely,

A handwritten signature in dark blue ink, consisting of a stylized 'J' and 'B' with a large loop at the bottom.

JON KARLOU M. BENITEZ, RCh.