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DR. JAMES A. PATINDOL

Department Head

Central Analytical Services Laboratory

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Patindol,

Good day Sir. I am writing this letter to express my interest for the position of Science Research Assistant in your department. I am a graduate of Visayas State University (VSU) last April 13, 2016 with a Bachelor Degree in Chemistry. I have almost 3 years' experience as a Chemical Technician in the Department of Pure and Applied Chemistry (DoPAC) at the Visayas State University. I also have 2 years of experience as Laboratory Chemical Technician in The First Analytical Services and Technical Cooperative also known as F.A.S.T. Laboratories.

I believe that I am an excellent candidate for this position because of my education background and my direct experience in working as a Chemical Technician in DoPAC wherein I was able to conduct calibration/ verification of instruments monthly, update important papers in the laboratory and conduct some required experiments in the laboratory. I also have a past working experience in F.A.S.T. Laboratories where I was able for conduct Physico- chemical laboratory analysis for water and wastewater from different customers. I am eager to impart my learning to your department. I am confident to accept the challenges that the job offers. I believe also that I have the necessary skill and abilities for this job.

I am punctual, honest, resourceful, fast learner and hardworking. I am willing to do extra work that you will give so that I could gain more experience. And also, I wish to bring my knowledge, skills and experience in my studies and in my current job to make a great contribution in your department.

With this application letter, I attach here my resume for your full consideration. Thank you for taking time to review my application and I would welcome the opportunity to meet with you and discuss my qualifications at your earliest convenience. I'm looking forward for your reply soon.

Respectfully yours,



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