

**RICHIE MARK PATOLILIC GONZALES**

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**HONEY SOFIA V. COLIS**

Director, HRMD

VSU, Baybay City, Leyte

[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

Dear Ma'am **HONEY SOFIA V. COLIS**,

I am writing to express my enthusiastic interest in the following position within **OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION AND INNOVATION, VISAYAS STATE UNIVERSITY**, :

• **SCIENCE RESEARCH ASSISTANT POSITION**

I am currently working as a Laboratory Aide in Visayas State University for more than 2 years. Within the time I spent working in VSU, I believe I gained the essential experience and skills for the vacant positions. As a Laboratory aide, I am responsible for;

- Preparing laboratory equipment and supplies,
- Performing basic laboratory tests and procedures under the supervision of a laboratory in-Charge and Instructors,
- Maintaining laboratory records and inventory, including keeping track of supplies and equipment, and ensuring that records are accurate and up-to-date.
- Delivers documents, written and verbal messages, and other items to other Departments and Offices

I have developed a skill set through experience which includes;

- Computer Literacy
- Bookkeeping
- MS Office (Word, Excel, Powerpoint)
- Research
- Writing

I am particularly drawn to the opportunity to apply my skills and knowledge to support the initiatives of **OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION AND INNOVATION**. I am eager to contribute to its efforts in harnessing technology to enhance service delivery, promote transparency, and empower communities. I am confident that my background as BS Biotechnology graduate, coupled with my research experience in bioinformatics and data analysis, will enable me to make valuable contributions.

Thank you for considering my application. I am enthusiastic about the opportunity to further discuss how my qualifications align with the needs of OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION AND INNOVATION. Please find attached my resume for your review.

Sincerely,

RICHIE MARK