

July 11, 2025

CHERYL C. BATISTEL, Ph.D,
Department Head
Department of Biological Sciences
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Batistel,**

Good day

I am writing to express my interest in a job vacancy as a Part-Time Instructor at the Department of Biological Science. I graduated last August 2024 with a bachelor's degree in biology Major in Zoology. Currently, I am looking for a job opportunity where I could practice and hone my technical and analytical skills and expand my knowledge through immersing in other fields of this chosen degree.

I applied my laboratory skills gained from my undergraduate degree during a month-long internship at First Analytical Services and Technical Cooperative (F.A.S.T.) Laboratories. As a Food and Water Sample Analyst in their Microbiology department, I adhered to the company's standards and protocols. My analytical and laboratory competencies were strengthened through conducting my thesis that focused on molecular biology entitled "'Haplotype Analysis of Coconut Rhinoceros Beetle *Oryctes rhinoceros* Linn. (Coleoptera: Scarabaeidae) Using ATP Synthase Membrane Subunit 6 and Cytochrome C Oxidase Subunit 3 Genes'. With my experiences in the laboratory, I was exposed to various laboratory equipment and facilities that enhanced my knowledge in proper handling, usage, and laboratory techniques.

Furthermore, during my role as a Project Technical Aide V at the Medical Biophysics Group – Tissue Engineering Laboratory (MBG-TEL) – University of San Carlos I was immersed in various laboratory works such as cell culture and 3D printing, as well as mentoring both high school and college intern students in our research group. In addition, the current job also focused on financial management, and collaborative works alongside with the DOST VII Regional Office. Through this experience, I developed strong teamwork and collaboration skills, highlighting the importance of analytical skills and the courage to voice ideas, both of which proved essential for effective problem-solving and achieving the best outcomes.

I have also held student leadership roles for 2 years as a second-year representative and Vice President of the Organization of Biology Students (OBioS) during my college years. I have experienced working closely with the team leaders and members of the organization and did collaborative work with other organizations in the university. Furthermore, my leadership skills were essential in coordinating the Project: Installing Waste Disposal Management Stations (IWaS Plastics) funded by an international organization, the Sustainable Ocean Alliance (SOA). The SOA organization subsequently recognized me as one of their youth hub leaders.

I am an organized individual with a strong work ethic and a commitment to professionalism. My internship at F.A.S.T. Laboratories and the experience I had at the Medical Biophysics Group emphasized the importance of time management and organization in completing daily tasks. I am confident in my work abilities but also recognize the importance of continuous learning. I am eager to contribute to your department and acquire new skills.

I believe that my background and skills make me a suitable candidate for this position. Thank you for your ample time on reviewing my application, and I am hoping to be selected as one of the Part-Time Instructors at your department. I am eager to learn more about the opportunity and discuss how my qualification can benefit your team. I can also be contacted in my email address alexispoliquit1@gmail.com, and in my phone number 09686906879.

Respectfully yours,

Alexis L. Poliquit