

February 14, 2023

HONEY SOFIA V. COLIS  
Director, ODHRM  
VSU, Baybay City, Leyte

Dear Ms. Colis,

Good day! I am writing to apply for the position **Science Research Specialist II (SRAS2-1-1998)**, of the Central Analytical Service Laboratory-PRCRTC of Visayas State University.

I am Kristyne from Cebu. I obtained my bachelor's degree in Chemistry in University of San Carlos. I hope to bring my knowledge, skills and commitment to help in developing, executing, and interpreting research projects, performing laboratory experiments, and overseeing the daily laboratory tasks.

As a Chemistry student, I've become equipped with necessary knowledge that come with the position such as; chemical analysis, analytical laboratory techniques, research, proposal writing, Microsoft office, and environmental sustainability.

My current job, is a Science Research Assistant at the Biodiversity, Environment and Natural Resources Research Center (BENRC) and just recently ended my contract as a Part-time Chemistry Instructor of Cebu Technological University, Argao Campus. As a science researcher, I am responsible in taking charge of the chemistry and toxicity laboratories of BENRC, keeping laboratory equipment and instruments in optical condition, as well as ordering supplies, completing inventories and maintaining records. I also assist and review methods of students who conduct their researches in the lab and assist graduating students from our partner university, USC, during fieldwork and sampling. With my almost three years of working in research, I have been able to write proposals for the research center, most of which were granted for GAA funds. Some of these researches were completed and some are still on-going. I also facilitate and assist in the research center's activities and extension programs. Processing, preparation and publishing of Utility Models were also part of my job.

I previously published a peer-reviewed paper in the Journal of Agriculture and Technology Management (JATM) and co-authored Utility Models to the Intellectual Property Philippines. I was also able to present a poster of my research at the 4th University Research Conference of University of San Carlos and at the 35th Philippine Chemistry Congress. I also volunteered as a training expert for a 10-month extension project to RRCY promoting essential training and self-development for both CICL residents and staffs.

Being a Researcher and Chemistry college instructor, developed my communication, collaboration, adaptability, time management and organization skills. I'm seeking for new opportunity that would help me to enhance more my knowledge and skill set. I'm eager to learn more things and I expect to grow both professionally and personally as I fulfill my career goals while I serve my employer.

I hope to find a spot in your office in the near future, and promise to be a worthy candidate if chosen. I am attaching a more detailed resume with this email, and putting down my contact details below. Thank you for your time.

Sincerely,

Kristyne Rose C. Geolin  
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0995 534 6523