

August 2025

DONNA CHRISTENE Q. RAMOS

Head, Department of Biotechnology
Visayas State University

Dear Ma'am Ramos,

I am writing to express my interest in applying to the open part time Instructor position at the Department of Biotechnology at the Visayas State University.

I have completed my bachelor's at the University of the Philippines Los Baños with the degree of Agricultural Biotechnology, I come with a solid technical background in biology, specifically in microbiology, genetics, and molecular biology and biotechnology, with a strong interest in instruction. I have completed the degree with *cum laude* honors through a well-balanced coursework in agriculture and biology.

I majored in Crop Protection Biotechnology, where I employed both technical and conceptual knowledge in molecular biology and biotechnology in management of plant diseases and pests. I specialized in plant pathology, an applied field of microbiology, where I focused in plant bacteriology and its control. My background in biotechnology provided me competencies in research, both wet and dry laboratory, which equipped me with solid skills in research, analytical, and problem-solving capabilities.

To date, my academic background given me opportunities to work excellently, as mirrored in my multiple internship experiences in government institutions such as the Sugar Regulatory Administration and Bureau of Plant Industry in Negros Occidental, and the National Institute of Molecular Biology and Biotechnology in UPLB. Through these internship programs, I applied my knowledge in microbiology and MBB to contribute to different projects.

I would appreciate the opportunity to work at VSU, where I persist to grow holistically as a person and hopefully contribute to the body of knowledge through instruction of our youth. Please find my enclosed CV for your use. If necessary communication is in order, you may contact me via rry.gallardo@gmail.com or 0976-243-7432.

Thank you for your time and consideration.

Best,



Robert Roy Y. Gallardo

Bachelor of Science in Agricultural Biotechnology
University of the Philippines Los Baños