

SC Global Coco Products Inc.

Brgy. Caridad Baybay, City, Leyte

August 1, 2019

Dear Ma'am/Sir

My name is Melanie and I am a recent graduate of BS Biotechnology Major in Industrial Biotechnology from Visayas State University. Welfredo "Bebe" Loreto, an alumni of this company suggested me to apply for Quality Assurance position at SC Global Coco Products Inc. I am highly interested in this position because I believe that I would make a great fit for your company.

I note that the position requires with strong written and oral communication skills, as well as laboratory skills in handling a laboratory facilities/equipments. As a Biotechnology graduate, I have always prided myself to be self starter and personally have a laboratory skills. These skills enhances during my final semester when I conducted my thesis study which involves the use of laboratory facilities/equipments such as Uv-vis Spectrophotometer, Micropipette, pH meter and etc. Apart from this, I also attended a lot of seminars or trainings related to my profession and have always been active in joining a quiz show.

With combination of my communication skills and laboratory skills. I am confident that I would make a great fit for this position. Thank you for taking the time to review my application and consider me as a candidate. I look forward to hearing from you at the above mentioned number to schedule an interview at your convenience. I appreciate your time and consideration.

Sincerely,

MELANIE D. VEGA