

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

Dear Ma'am,

I would like to apply for the position of Accountant IV or in any vacant position you deemed fit for my qualification.

I'm a graduate of Bachelor of Science in Accountancy and currently taking up my Master Degree in Business Management at Visayas State University. I have passed various examinations, e.i. the **Certified Public Accountant Licensure Exam with an average rating of 80%; Intermediate Competency on Local Treasury Examination with an average of 82%; Basic Competency on Local Treasury Examination with an average of 84%; Civil Service Examination- Professional with an average of 82.42%.**

I have previously attended seminars related to Accounting conducted through different institution. Also through my current studies, I have organized and conducted seminars and have also attended various seminars related to management. I have previously handled the disbursement of Intelligence and Confidential Fund, checking of outgoing checks and its attachments, & preparation of report for the inventory of accountable forms. I am currently handling the disbursement of Petty Cash Fund and the liquidation thereof, preparation of Electronic Statement of Expenses, preparation of remittances to Bureau of Treasury & supervising the Report of Collection and Deposits of the Collecting Officers. My practical experience as the Administrative Officer IV in gave me valuable exposure to various accounting and non-accounting tasks.

I have great respect for the institution and I would really be grateful if my abilities will be utilized for its betterment.

Thank You.

Respectfully Yours,

Caressa Jovi C. Reales- Amarado, CPA
09057896620