

To whom it may concern:

Sir/Madam,

I am writing to apply for any position that fits my qualification. As requested, I am enclosing a completed job application, my certification, my resume and three references.

With a degree in BS Accountancy, I have a full understanding of the accounting procedures. Moreover, during my college days, I have worked as an accounting staff at City Budget Office of the Local Government of Ormoc as part of our On-the-Job training required in our department.

Much of my experience is transferable, specifically in the areas of sales, marketing and other accounting related areas. However, I look forward to learning broad areas of your business procedures. Given the opportunity, I am confident that my experience and personal disposition would be an asset to your company.

Realizing the limitation of the written page, I would welcome the opportunity to participate in a personal interview to answer any of your questions and better present my qualifications. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

APRIL ANNE H. LISONDRA