

31 March 2022

**DR. DANIEL LESLIE S. TAN**  
VP Administration and Finance  
Visayas State University  
Baybay City

**Thru: HONEY SOFIA V. COLIS**  
OIC-Director ODHRM

Sir:

I am interested in working as Accountant IV in your Office. I am an Accountant with over 15 years of experience to offer you. I enclose my PDS, resume, training certificates and other credentials.

At present, I am an Accountant III in OWWA RWO VIII. I am in-charge in the overall financial transaction of the office.

I would appreciate your keeping this inquiry confidential. I will be available to arrange an interview at a convenient time for you. Thank you for your consideration.

Sincerely,

  
**Eric R. Granada**