

November 3, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Madam:

I am writing to express my interest in the Administrative Officer II position with a focus on accounting analyst, as advertised on Civil Service Commission Portal. Although I am at the beginning of my career and do not have formal experience in this role, I am eager to bring my strong analytical skills, attention to detail, and passion for finance to your esteemed organization.

I am Kristel Jean P. Metra, from Macrohon, Southern Leyte. I graduated with a degree in Bachelor of Science in Civil Engineering from Southern Leyte State University- Main Campus. I recently passed my Civil Engineering Licensure Examination last April 2024, where I developed a solid foundation in accounting principles and financial management. My coursework included Engineering Economics and Management which helped me cultivate my analytical abilities and understanding of financial data.

During my time at university, I honed my organizational skills through various projects and group work, where I was responsible for managing timelines, coordinating with team members, and ensuring that all tasks were completed accurately and on schedule. I believe these experiences have prepared me well for the multifaceted responsibilities of an Administrative Officer II. I am excited about the opportunity to contribute to your team and support the organization's objectives through effective administrative and analytical practices.

I am highly motivated, eager to learn, and ready to take on challenges. I would appreciate the opportunity to discuss how my background, skills, and enthusiasm can be an asset to your team. I look forward to the possibility of discussing this exciting opportunity with you. Please feel free to contact me at your convenience in my Gmail address krisjeanmetra@gmail.com or in my contact number +69675480223. Thank you for your time and consideration of my candidacy.

Sincerely,

ENGR. KRISTEL JEAN P. METRA, CE

Applicant