

January 29, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

Dear Mrs. Colis,

Good Day!

I'm writing to Visayas State University-Main Campus to show interest in Administrative Officer II (Management and Audit Analyst I) position with an item number of ADOF2-28-2004 at VSU Main (Quality Assurance Center) . My training, internship experience, academic accomplishments, and extracurricular involvement make me a strong applicant.

I recently received my Management Accounting degree from the University of San Jose-Recoletos. My internship at R.E.C. & Co. C.P.A.'s Accounting Firm was completed, and I learned much about handling different client's services, maintaining records and files of financial statements, inventory listing, management system audit, accounting, and risk assessment. Academically, I also did exceptionally well, earning a Cum Laude, Consistent Dean's Lister award and an academic scholar student. Way back High School Years, I won the "Best Research Paper" award in the overall graduating class. I also competed and won throughout Southern Leyte and Region VIII, showcasing various research projects.

I have been actively involved in extracurricular activities besides my formal education and internship experience. Examples of these activities include joining the National Federation-Junior Philippine Institute of Accountants, the Cebu Federation-Junior Philippine Institute of Accountants, and the USJ-R Junior Philippine Institute of Accountants. As a member, these organizations have helped me develop skills like communication and time management. My training, background, and extracurricular interests have adequately equipped me for a career as a Management and Audit Analyst I. I have excellent analytical and problem-solving abilities and am well-organized and meticulous.

The chance to contribute my expertise and experience and help the team, management, and the department succeed excites me. I am excited to start my career because I believed that I can contribute significantly to this institution. I appreciate your consideration of my application. I'm excited to talk about how I can help your department. Thank you so much!

Sincerely,


Romer Adrian S. Sanchez

Applicant

Purok 1, Brgy. Pandan

Sogod, Southern Leyte, 6606

+63 976 291 3218