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MARIA HAZEL I. BELLEZAS

Head
Department of Economics
Visayas State University
ViSCA, Baybay City, Leyte

Dear Maam:

I apply in writing in relation to the aforementioned Instructor I in your department, as posted on your university's official website. I would like to express my interest in consideration for that position at your office.

I obtained my Bachelor of Science in Accountancy degree from Western Leyte College of Ormoc City, Inc. with an academic excellence award and GWA of 1.47. I'm also currently studying Masters in Business Administration major in Financial Management in University of Cebu. As a graduate in Accountancy and studying a master's degree relevant to my bachelor's degree, I've achieved a solid foundation of academic knowledge in my career of accounting, economics and finance, I am interested in furthering my understanding by seeking new challenges in the accounting, economics and finance field through experiencing this work position in your university.

From your job announcement, I can see that you are in search of candidates who have outstanding economics, finance and computer skills. I have already established those knowledge and skills as I was engaged in various trainings and programs in regional and national level as I am one of the accounting quiz bowlers in our college department. In addition to this, I was assigned to compete in managerial advisory services subject where economics topics were covered. In my masteral studies, there were subjects that include economics and financial management. I have also engaged in computer and accounting works during my internship and short-term employment in an accounting office of a local construction firm in our city. You will find me a positive, motivated and hard-working person who is keen to learn and contribute meaningfully to your department and university.

I would welcome the opportunity to meet with you to discuss my qualifications, and learn more about your organization and this job opportunity. Please find the accompanying curriculum vitae or resume for your review. Thank you very much.

Sincerely,



JUSTIN JUDE K. ARGUELLES

