

ANTHON MIGUEL E. CABILING

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0965-088-4751

October 28, 2024

HONEY SOFIA V. COLIS

Director
Human Resource Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Madam Colis,

Good day!

I am writing to express my interest in the position of Administrative Officer II (Accounting Analyst), with a Plantilla item number ADOF2-7-2010 and a salary grade of 11. I recently graduated from Eastern Visayas State University (main campus) with a Bachelor of Science in Statistics, and I am eager to learn and grow my skills within your institution.

Throughout my academic career, I have learned some statistical methods, how to handle data, and research skills. My coursework equipped me with the ability to accurately gather, and organize. In connection, I was honored to receive the Excellent Researcher Award for my thesis, which reflects my dedication and hard work.

I am particularly interested in this position due to my desire to expand my knowledge in other field and in Statistics. I am confident that my skills, attention to detail, and commitment to excellence will enable me to make a meaningful impact in any role I undertake. I am also confident in my ability to interact with diverse individuals while maintaining the integrity of collected information according to ethical standards.

Enclosed are my Personal Data Sheet and a copy of my Transcript of Records, along with other necessary documents, which provide further details about my educational background and achievements. I would welcome the opportunity to discuss how my skills and knowledge align with the needs of your team.

Thank you for considering my application. I hope you have a great day.

Sincerely,


ANTHON MIGUEL ELORCHA CABILING