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22 November 2024

**MARIA TERESA A. CRUZ**

Head  
Internal Audit Service  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ms. Cruz,

I am writing to express my interest in the position of **Internal Auditor I** at Visayas State University Main Campus. I hold a degree in **Bachelor of Science in Commerce, major in Management**, and am currently employed as an **Administrative Aide VI** at the **Department of Environment and Natural Resources-CENRO Baybay**. While I do not have direct experience in internal auditing, I believe that my background in administration, coupled with my strong analytical and organizational skills, make me a strong candidate for this position.

In my current role at DENR-CENRO, I manage various administrative tasks, including record-keeping, financial documentation, and assisting with reports that ensure compliance with organizational standards. I am also regularly involved in ensuring the accuracy of data, following up on procedural requirements, and supporting the efficient operation of the office. These tasks have honed my attention to detail, problem-solving abilities, and my ability to adapt to new processes-skills that are crucial for success in internal auditing.

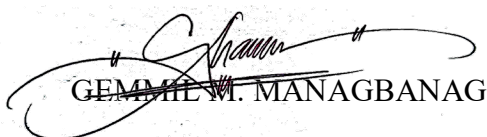
Additionally, my academic background in **Management** has provided me with a solid foundation in financial analysis, organizational behavior, and business management principles, all of which will be valuable in the internal auditing field. I am confident that my experience in maintaining organized systems and adhering to established protocols will allow me to transition smoothly into the role of an Internal Auditor I.

While I am new to the field of internal auditing, I am highly motivated to expand my knowledge and contribute to the efficiency and integrity of Visayas State University's financial and operational processes. I am eager to learn the best practices in auditing and to bring my commitment to accuracy and detail to your team.

Enclosed is my resume for your review. I would appreciate the opportunity to discuss my qualifications further and explore how I can contribute to the continued success of Visayas State University. I am available for an interview at your convenience and can be reached at 09504690263 or [geleejan@gmail.com](mailto:geleejan@gmail.com).

Thank you for considering my application. I look forward to the opportunity to join your team and grow professionally in the field of internal auditing.

Sincerely,

  
GEMMIL M. MANAGBANAG