

November 27, 2023

DANIEL LESLIE S. TAN
VP FOR ADMINISTRATIVE & FINANCE
VSU, VISCA BAYBAY CITY, LEYTE

Dear Dr. Daniel,

Peace and all good!

I am writing to apply in your good office for ADMINISTRATIVE ASSISTANT III. I'm enclosing a completed job application and my resume with references

I am Menchu B. Sabando, 30 years of age, a graduate of BS Business Administration major in Financial Management. Currently working as Admin Aide III-JO in VSU Accounting office assigning for posting JO Payroll and remittances. I've been also in Community Economic Ventures, Inc. as a Branch Accountant for almost 3years years and promoted to Area Accountant/Accounting Supervisor for 4years and 3months, I have received an award as the most committed Branch Accountant in Area-5 (Leyte Branches) and one of the best Branch Accountant in whole CEVI and I've been also working as an accounting clerk in bookkeeping services, computing income tax, processing any type of tax return, processing SSS, Philhealth, and Pag-ibig contributions of employees and employers.

I believe that my strong technical experience in working and education will make me a very competitive candidate for the position. I have a full understanding of the flow of financial management. I also have experience in learning and excelling in a new management style as needed.

Please see my resume for additional information on my experience. I can be reached anytime via email at menchusabando@gmail.com or my cell phone number at 09066662488.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely Yours,

Menchu B. Sabando