

October 31, 2024

**HONEY SOFIA V. COLIS**

HRMO Director

Visayas State University Main Campus

Baybay City, Leyte

Dear Director Colis,

I am writing to convey my enthusiasm for applying as an Administrative Officer II (Accounting Analyst) at your respected university. I am certain that my expertise, background, and commitment would greatly enhance your workforce. I obtained a Bachelor of Science degree in Agribusiness, Cum Laude and recently graduated Master of Management major in Business Management from Visayas State University. I possess a strong educational background that has provided me with a solid grounding in both the fundamental principles of agribusiness and the skills of business management.

During my academic pursuits, I have cultivated an extensive array of skills, encompassing strategic planning, project management, and data analysis. In addition, my participation in several internships and projects has refined my skills in leadership, problem-solving, and effective communication. I am confident that my fervor for agribusiness and business management, along with my notable academic accomplishments and talents, would make me an exceptional addition to your organization. I am enthusiastic about the prospect of making a meaningful contribution to your school and I am certain that I possess a distinctive viewpoint and important talents that would be beneficial in any job you may have open.

I am enthusiastic about discussing the alignment between my background and talents and the requirements and goals of your school. I appreciate your consideration of my application. I anticipate the opportunity to engage in additional discussion regarding my application.

Yours sincerely,

A handwritten signature in black ink, consisting of a large, stylized capital 'A' followed by a cursive 'G' and 'D'. The signature is written over the printed name and contact information.

Ann Gay D. Vestra

Contact Number: 0907-505-1603

Email Address: [anngayvestra99@gmail.com](mailto:anngayvestra99@gmail.com)