

November 28,2023

**MARIA TERESA A. CRUZ**  
**HEAD OF INTERNAL AUDIT SERVICE**  
**VISAYAS STATE UNIVERSITY**  
**VISCA, BAYBAY CITY, LEYTE**

DEAR MS. CRUZ,

Enjoy your day Maam!

When I read your Facebook post about the need for an Internal Auditor 1 at your reputable organization and my interest in applying my heart leaped.

My educational background includes a Bachelor of Science in Agricultural Economics, a Diploma in Teaching Secondary, and a Master in Education with a CAR major in Educational Management. I aced the test to become a licensed teacher with a focus on agriculture, fishing, and the arts. In Baybay City, Leyte, at Acedilla Integrated Farm, I keep the books. My apprenticeship at Surge Marketplace as an online bookkeeper and finance assistant just came to an end.

I completed my bookkeeping NCIII training at Western Leyte College in Ormoc, as well as online bookkeeping courses at FVA Business Consultancy-OPC and Mab Online Academy. I hold certifications for the accounting software's Quickbooks Pro Advisor, Xero Pro Advisor, Xero Payroll, and Accubooks. As a result of meeting the competency requirements. I also obtained my trainings in Agricultural Crops Production NCII at Gold Farm and Organic Agriculture Production NCII at Juanito Eco-Farm and School for Practical Agriculture. (JEFSPA)

Having worked as an Internal Auditor 1, where I have the necessary knowledge and skills, I am convinced that I can succeed in this position. I'm looking for a chance to use the knowledge and abilities I've gained from my studies to benefit your organizations.

I hope you find my education and experience worthwhile as a possible candidate as an administrative assistant. Please feel free to contact me at **09999282928** or you can email at [yvonveloso37@gmail.com](mailto:yvonveloso37@gmail.com). I would enjoy the opportunity to meet you in order to discuss how my skills and experience will enable me to make valuable contribution to your institution.

Thank you very much and God Bless!

Sincerely yours,

**YVONNE PAÑA VELOSO**  
**Applicant**

