

HONEY SOFIA V. COLIS
OIC-Director, ODHRM
VSU, Baybay City, Leyte

April 07, 2021

Dear Ms. Colis,

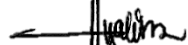
In response to the recent advertised position on the Civil Service Commission page, please consider my application in your search for an Administrative Officer IV position. After reading the requirements you are looking on your applicants and doing my research on what this position requires, I was thrilled to discover that it meets my academic achievements and work experience.

My last job was focused on analysis of financial data and preparation of financial reports needed for tax compliance on the BIR, I think that this job is perfect for me to venture more on other areas of finance. In my 3 years of experience in auditing, I came to encounter such situations that needs my keen observation and analysis to provide better service to my clients. In this role I also have had to perform monthly bank reconciliations, basic accounting procedures, filing reports for tax compliance and as well as preparation of financial statements. I came from a company with less personnel thus making us divide more works by ourselves, because of this I was in such situations wherein I need to be versatile and adapt to what my situation requires, which I think is a good thing for me for I was able to learn and experience more.

Having attained most of the career goals that I have previously set myself, I am now keen to expand my professional ability and to seek new challenges in the field of accounting. I completed my accounting degree and since then it was my dream to have a government job and am greatly excited by the prospect of being able to use my knowledge, along with my natural passion for number crunching, to become a valuable member of your team.

I strongly believe that with proper guidance and with my perseverance to learn new things, I have the qualities you require for the mentioned post, and can assure you that I possess the abilities needed for this position. In conclusion, I want to state that I would be very grateful for a chance to prove myself, and look forward to meeting you to discuss my possible application further.

Yours sincerely,



MARESOL B. YAKIT

Daclizon Street

Guinarona Dagami, Leyte

T#: 09109079926

E add: gdaresyakit@gmail.com