

December 13, 2024

Honey Sofia V. Colis
Director, HRMO
VSU Baybay City, Leyte

Dear Director Colis,

I am writing to express my intention to apply for the position of **Administrative Officer V (Budget Officer III)** with Plantilla Item No. **ADOF5-16-2004** as posted in the Civil Service Commission website and in job.vsu.edu.ph. As requested, I enclosed my personal data sheets with work experience sheets, certifications, school documents and references.

The role is very appealing to me, and I believe that my strong technical know-how and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position includes:

- I have a long experience in dealing with people and address their concerns on a timely basis. Also, I have worked with government agency implementing a program that is focused on poverty alleviation through the funding of international banking institution.
- As a graduate of Bachelor of Science in Accountancy, I believed that my scholastic achievements and knowledge on various accounting related matters will be of great help in carrying my duties efficiently and effectively.
- I continually strive for excellence and personal development
- I am highly adaptive to various work environment and can work closely with people to create and innovate strategies that will benefit the organization and the people that it serves.

I look forward to meeting with you in person to discuss how I can help your organization in achieving its goals and mission of serving the people through quality social services.

Sincerely,


Mark Millan N. Endong