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Honey Sofia V. Colis  
Director, HRMO  
Visayas State University  
Pangasugan, Baybay City, 6521 Leyte

Dear Ms. Honey Sofia,

I am writing to express my interest in the Accountant III position at Visayas State University. As a Certified Public Accountant (CPA) with a strong academic background in accounting, I am confident in my ability to excel in this role despite not having direct experience as an accountant.

I completed my Bachelor's Degree in Accounting from a reputable university. Through my academic studies, internships, and various accounting projects, I have gained a solid foundation in accounting principles, financial analysis, and auditing procedures.

Although I do not have prior experience working as an accountant, I am a quick learner and have a strong work ethic. I am confident that I can adapt to the responsibilities of the Accountant III position at Visayas State University and make a positive impact on the university's financial operations.

I am highly proficient in accounting software and have excellent analytical and problem-solving skills. I am detail-oriented, organized, and able to work well under pressure. I am also a team player who can effectively communicate complex financial information to stakeholders at all levels.

I am eager to bring my skills and knowledge to Visayas State University and contribute to its financial success. I am excited about the opportunity to grow and develop as a professional in a dynamic and challenging environment.

I would be grateful for the opportunity to further discuss how my background, skills, and enthusiasm align with the Accountant III position at Visayas State University. Thank you for considering my application. I look forward to the possibility of contributing to the university's financial team.

Sincerely,

  
Carl Bryan P. Varona, CPA, CTT