

November 3, 2024

**NICK FREDDY R. BELLO**

Head

Accounting Office

Visayas State University

Visca, Baybay City, Leyte

Dear Sir Nick,

Good Morning!

I am writing to express my intention in the Accountant II position within Accounting Office. Although I am new to my current role as an Accountant I, having been with our team for eight months, I am eager to take on new challenges and responsibilities as an Accountant II.

In my time here, I have quickly adapted to the requirements of my position, gaining familiarity with the Government Accounting Manual (GAM), the Unified Accounts Code Structure (UACS), and the general workflow of our office. I have demonstrated my commitment to the accuracy, collaboration and the continuous improvement of our financial processes. My experience thus far has prepared me well for the added duties and expectations of the Accountant II role.

Thank you for considering my application. Please feel free to contact me at your convenience.

Thank you and more power.

Sincerely,

Beverly Ann Elnas

09062464222