

July 27, 2023

HONEY SOFIA V. COLIS

Director
Human Resource Management Office
Visayas State University
Visca, Baybay City, Leyte

Thru: **ALICIA M. FLORES**
Head, Budget Office
Visayas State University

Dear Ma'am,

Greetings!

I happen to know about your hiring through VSU HRIS, and I am interested in applying for the job position of Administrative Assistant II Position (Budgeting Assistant).

My name is Cel-Ann Joy Veruen-Impas, 30 years old, from Brgy. Salvacion, Basey, Samar. Currently, I reside in Brgy. Guadalupe, Baybay City, Leyte.

I pursued my Bachelor of Science in Entrepreneurship at Eastern Visayas State University - Main Campus and successfully graduated in 2016. During my time at EVSU, I had the privilege of serving as a student assistant at both the supply office (2012-2014) and the College of Engineering Dean's Office (2015-2016).

In September 2019, I proudly achieved success in the clerical examination conducted by the Visayas State University. Subsequently, in August 2022, I passed the Civil Service Professional Examination, a significant milestone in my career journey.

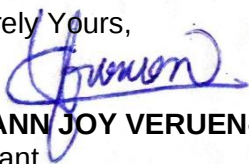
Allow me to share my professional experiences. Previously, I held the role of an Account Officer at Cebu AdConsultants Inc. from 2016 to 2017. Following that, I served as the Training Head at Philippine Oppo Mobile Technology Inc. from 2017 to 2018. Later, I took on the responsibility of a Center Supervisor at International Cultural Studies and Education Corporation from 2018 to 2019.

I firmly believe that my diverse work experience and honed skills will make a meaningful contribution to your esteemed office. I am eager to take on the necessary job responsibilities associated with the position I am interested in, and I am confident that my dedication and passion will be valuable assets to your organization.

Thank you for considering my application, and I look forward to the opportunity to contribute to the success of your team. Should you require any further information, please do not hesitate to reach out to me. I can be reached and contacted anytime via call +639083929170 or via email at celannjoy25veruen@gmail.com.

Best regards,

Sincerely Yours,



CEL-ANN JOY VERUEN-IMPAS
Applicant