

February 4, 2024

ROTACIO S. GRAVOSO

Director

Quality Assurance Center

Visayas State University

Greetings!

My name is John Robinson D. So, a graduate of Bachelor of Science in Accounting Technology with huge experience preparing Check Vouchers, analyzing Financial Data, and Managing Payroll at Remedios Trinidad Romualdez Hospital. I found this job posting on social media, and believe I would be a great choice for ADMINISTRATIVE OFFICER IV (Management and Audit Officer II) position.

As an Accounting Clerk at Remedios Trinidad Romualdez Hospital, I had the opportunity to put my academic knowledge into practice. Working under skilled Junior and Senior Accounting Staffs and Internal Auditors for almost 5 years in a famous health care company, allowed me to develop necessary experience that will help me succeed at Visayas State University. I am transparent, organized, flexible and accurate. Dedicated professionally with a background in accounting, aspiring to contribute my skills and expertise. Able to pinpoint discrepancies and errors to prevent continuing unnecessary expenditures.

I think Visayas State University's efforts on full public disclosure and transparency in public service is a great direction to the company. With this approach, Visayas State University will gain more trust to the people.

I am thrilled at the prospect of working with Visayas State University, and would like to come in for an interview as soon as possible. Please contact me at 0947-650-3257. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

John Robinson D. So

Noted: <u>HONEY SOFIA V. COLIS</u> Director, HRMO	<u>EDGARDO E. TULIN</u> OIC-Vice President for Administration and Finance
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