

June 17, 2021

DR. EDGARDO E. TULIN
President
VISAYAS STATE UNIVERSITY
VISCA, Baybay City

Thru: **HONEY SOFIA V. COLIS**
OIC Director, ODHRM

Sir:

I would like to express my interest in applying for the position of soon to be vacated Accountant IV of VSU Main Campus as what I heard from a reliable source.

I am a Certified Public Accountant and a finishing student of graduate studies taking up Master of Management. Currently, I am holding the permanent position of Accountant I in VSU Isabel. Prior to this employment, I worked as Accountant in a private construction company giving me the opportunity to acquire the skills in Accounting Management and the courage to take advancement of my chosen career.

I believe that my degree and work experience taught me to be equipped for this position with knowledge, skills and attitude. I have found fulfilment when I joined in a government agency who is compliant with the rules and regulations mandated by authorities. Also, I am looking forward to be part of the solution to noted deficiencies based on Audit Observations. I am confident enough that I could make a valuable contribution to this institution.

Please consider this letter as my application.

Copies of my pertinent documents are attached and should you find my qualifications adequate, I am willing for an interview at your most convenient time. My contact mobile number is 09275503832.

Thank you and God Bless.

Sincerely,


DANILITA C. ELI
Applicant