

February 22, 2021

**LOURDES B. CANO**

Director, ODHRM

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Cano:

Greetings!

I am an Accountancy and Accounting Technology graduate of Saint Paul School of Professional Studies with 1 year and 3 months of work experience gained from some of the Philippines' reputable private and government firms. I am also a Civil Service Professional Eligible.

I write to express my sincere interest to work as Instructor I at Visayas State University, as posted on the university's official website. This position would enable me to make full use of my accounting skills. I adhere to proper work ethics and can interact with people across all levels of the organizational structure effectively. I believe I can be an asset to the university. VSU has been very close to my heart because I finished high school at VSU Laboratory High School.

My resume and curriculum vitae show my overall experience and expertise. I would welcome the opportunity for a personal interview to discuss your organization's needs and the results you can expect from me in addressing those. Please phone me at 09369536869 or you may email me at [stephenmontes012345@gmail.com](mailto:stephenmontes012345@gmail.com).

Thank you and stay safe.

Truly yours,



**DIANA T. MONTES**