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HONEY SOFIA V. COLIS  
Director, HRMO  
VSU, Baybay City, Leyte  
jobs.vsu.edu.ph

Dear ***Ma'am Colis,***

I am writing to express my genuine interest in the Internal Auditor I position. I am eager to apply for this opportunity to contribute to your highly esteemed institution, having recently earned my bachelor's degree in agribusiness.

As a fresh graduate, I provide a proactive approach to learning and a strong academic background. My academic accomplishments, particularly graduating cum laude, attest to my commitment to excellence and dedication to my studies. During my On-the-Job Training at 8STAR AGRI FARM INC., I focused on the financial aspects of the company, where I gained experience in accounting management and sharpened my skills in document and records management, report writing, and administrative services management—all essential competencies for this position.

Taking part in the Carabun Feasibility study by BDC demonstrated my capacity for critical thinking and problem-solving. In addition, working as the Vice President of Budget and Finance at TARSIER Organization has developed my teamwork skills, which will help me work well with your experienced professionals.

I have attached my Personal Data Sheet and other requirements that provides an overview of my background and qualifications. In light of my qualifications and skills, I would like to emphasize how eager I am to accept any position that is available. My objective is to contribute effectively to the organization's success in a role that suits me best.

Thank you for your consideration of my application. I eagerly await the chance to discuss how my background and credentials meet the requirements of the Internal Auditor I position. I am thrilled about the chance to contribute to the objectives of your division and the effect it will have on your prestigious university as a whole.

Sincerely,  
***Ajonieva D. Abenoja***