

March 17, 2021

Ms. Honey Sofia V. Colis

OIC - Director, ODHRM
VSU, Baybay City, Leyte

Dear Madam:

I am writing to your good office to express my utmost interest in applying as Supervising Administrative Office in your institution. I believe that my knowledge and expertise can be of an asset to the company.

I am **Maria Christina L. Torres, CPA**, currently employed as Accountant I for almost 7 years in Hilongos District Hospital. I believe that I am capable enough to handle bigger position as I have gained knowledge and expertise from my previous work experiences. Having been into different environment and organization, I have gained their best practices and adapt to different cultures. I have almost 5 relevant years of tax experience ranging from different countries like Singapore, US and Philippines.

Enclosed is my resume for your perusal. I am very much enthusiastic to be a part of your institution and I look forward to the profound challenge and vast professional opportunity involved in the workplace.

If considered, I am available for full time employment at a one month's notice.

Should you have any questions, please do not hesitate to contact me at +63 9531279775.

Thank you for your consideration.

Yours sincerely,



Maria Christina Lumayno-Torres