

April 1, 2022

HONEY SOFIA V. COLIS  
OIC DIRECTOR, ODHRM  
VSU, Baybay City, Leyte  
[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

Dear Ma'am,

Greetings!

I'm Zenny Vee F. Timkang, an Accounting Technology graduate.

I am writing to express my interest for the position of **Administrative Assistant III (Bookkeeper II)** in your esteemed sector. At this time in my career, where I obtained my Bachelor's Degree in Accounting Technology at Rizal Technological University (RTU), I am still looking for new opportunities and challenges to use and enhance my knowledge, skills, and my commitment to excellence in your institution's innovative environment.

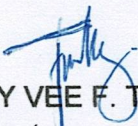
Recently, I have been working as a Junior Accountant II for four years now at Bontoc Multi Purpose Cooperative, Bontoc, Southern Leyte. During these years, I have been accustomed to bookkeeping, finance, and accounting. I also have seven months of experience as a Teller at the said cooperative and would love to widen my experiences in the field of Accounting and Finance if given a chance to work in a government sector.

As a trainee at Expresspay Inc., an Online/E-commerce business at San Juan, Manila during my internship days gave me great experiences and developed a good relationship with my supervisors and other employees. Right now, I'm still searching for a job that not only fits my skills but will also help me discover new talents other than in accounting field.

For additional details regarding my qualifications and expertise, please review my attached documents.

Thank you for taking time considering this application and I look forward to hearing from you.

Very respectfully,

  
ZENNY VEE F. TIMKANG  
Applicant