

June 16, 2021

HONEY SOFIA V. COLIS

OIC Director, ODHRM

VSU, Baybay City, Leyte

Ma'am,

Good day.

I am writing this letter to express my intention to apply for the **Accountant IV** position in your University. I saw the job post in civil service career online site that VSU main is in need for the said position and this opportunity matches my interests and qualifications.

I graduated in year 2011 under BS Accountancy degree and had my professional license as Certified Public Accountant on the same year. I am working for 9 years under the commerce and industry sector and had my 5-year experience involving tax management and BIR audit, financial accounting and bookkeeping services. I currently work for 4 years now in a copper industrial plant in Leyte, a foreign-managed company, as Project Controller and Senior Team Leader focusing on multimillion project management and expenditures. I believe that my skills and experiences are competitive factors for the desired job.

I am hoping that you'll consider my application. You may reach me through 09173064957.

Thank you.

Best Regards,



Rodel S. Manalo