

Zone 5, Brgy. Guadalupe
Baybay City, Leyte
November 22, 2023

DR. DANIEL LESLIE S. TAN
OIC-University President
Visayas State University
Baybay City, Leyte

Thru:

HONEY SOFIA V. COLIS
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Dr. Tan:

I would like to apply for the vacant position Administrative Assistant III (Senior Bookkeeper) in the Accounting Office at Visayas State University Main Campus. I acquired my Master of Management in Agribusiness Management and Bachelor of Science in Agribusiness from VSU Main Campus last June 2019 and April 2015, respectively.

I am currently employed at Landbank of the Philippines Baybay Branch as a Customer Associate. Throughout my two years of experience in the bank and accounting roles, I have honed my skills in maintaining accurate financial records, overseeing payroll functions, and ensuring compliance with relevant regulations.

I am attracted to the Visayas State University due to its reputation for excellence, and I am eager to bring my expertise to contribute to your continued success. I am confident in my ability to fulfill the responsibilities of the Senior Bookkeeper role and drive efficiency within your accounting department. Furthermore, I am also willing to be trained in order to improve my skills and abilities for the betterment of your department.

For further details, please refer to my attached Personal Data Sheet (PDS) and Transcript of Records (TOR). I am willing to present myself for an interview and discuss how my education and experience are consistent with your needs in your most convenient time. You can contact me through my mobile number, 09286854901 or my email: kerryuy@gmail.com.

Thank you very much and hope to hear from you soon.

Respectfully yours,



KERRY U. SUDARIA