

June 15, 2021

Ms. Louella C. Ampac
Director, ODF
Visayas State University
ViSCA, Baybay City, Leyte

Dear Madam:

I am writing to your good office to express my utmost interest in applying as **Accountant IV** in your institution. I believe that my strong academic background, knowledge and expertise in the related field will make me an ideal candidate for the vacancy.

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.

Experience has taught me how to build strong relationships with all departments at an organization. I am well organized, detail oriented and able to prioritize effectively to manage conflicting demands in the fast faced work environment. I have strong analytical, research and time management skills and a very high degree of commitment to my work. Having been into different environment and organization, I have gained their best practices and adapt to different cultures.

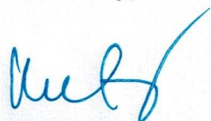
Enclosed is my resume for your perusal. I am very much enthusiastic to be a part of your institution and I look forward to the profound challenge and vast professional opportunity involved in the workplace.

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