

December 02, 2023

**HONEY SOFIA V. COLIS**

Director, HRMO  
Visayas State University  
Baybay City, Leyte

Dear Ma'am Colis,

I am writing to express my genuine interest in the Internal Auditor I position, as advertised. I am a highly motivated and dedicated individual eager to contribute my skills and expertise to your esteemed organization. Holding a Bachelor of Science degree in Accountancy from Eastern Samar State University-Borongan Campus, where I graduated Cum Laude, I intend to leverage my academic achievements as eligibility for this role.

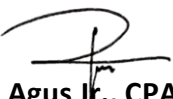
I am proud to share that I am a Certified Public Accountant, having recently passed the October 2023 LECPA. My qualifications align well with the requirements of the position. Additionally, I hold the Basic Competency on Local Treasury Eligibility, achieving a commendable rating of 88.22% in October 2022. I bring practical experience to the table, having served as a Job Order in the Municipal Treasurer's Office of LGU-Mercedes, Eastern Samar, from October 2022 to June 2023. In this capacity, I spearheaded the preparation and submission of quarterly reports on the Statement of Receipts and Expenditures, showcasing my proficiency in financial management and reporting.

Beyond my academic and practical credentials, I have successfully passed the Certified Tax Technician Exam in April 2022, underscoring my comprehensive understanding of taxation laws and my adeptness in preparing various tax returns.

The prospect of contributing to your organization and further developing my skills in Internal Auditing excites me. I am confident that my educational background, practical experience, and certifications make me a robust fit for this role. I look forward to the possibility of discussing my application in further detail.

Thank you for considering my application. I am available at your earliest convenience for an interview and can be reached via email at [ronnieagus10@gmail.com](mailto:ronnieagus10@gmail.com) or by phone at 09772463724.

Yours sincerely,

  
**Ronnie S. Agus Jr., CPA, CTT, MRITax**  
**Applicant**