

September 30, 2021

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

Dear Ms. Colis,

This letter is to express my interest in applying for the position of **Administrative Aide IV (Clerk II)** posted on your website. I graduated with a BS in Business Administration Major in Financial Management. I previously worked as an appraiser/loan processor in Rural Bank of Hindang for four years. I also work as an accounting clerk in a private company in Paranaque City for more than a year. I have wide knowledge when it comes to accounting & financial management. I was assigned in budgeting and cost accounting in my previous job in Paranaque. I am very keen on details which I think is very useful in this position. My adept understanding of real estate properties and loans is supplementary yet might be used in one way or another. If given the opportunity, I am willing to be trained to further enhance my skills to be the worthiest in the position. Above all, it is my dream to serve the government with honesty and integrity.

Thank you for your consideration and time. I have attached my PDS for detailed reference. If you have any other concerns, feel free to contact me anytime. I'm looking forward in learning more details about the position and the organization. I would welcome an interview and hope to hear from you at your convenience.

Sincerely,



Rizaldo A. Amarille Jr.
Applicant