

December 14, 2023

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Baybay City, Leyte

Dear Dir Colis:

I am writing to convey my sincere interest in the Financial Analyst I position recently advertised. As a highly motivated and dedicated individual, I am eager to contribute my skills and expertise to your esteemed organization. I hold a Bachelor of Science degree in Accountancy from Eastern Samar State University-Borongan Campus, graduating Cum Laude, and intend to leverage my academic achievements as eligibility for this role.

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

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

The prospect of contributing to your organization and further developing my skills as a financial analyst 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 or by phone at 09772463724.

Yours sincerely,



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