

Purok 5, Barangay Bagong Buhay  
Ormoc City 6541 Philippines  
June 19, 2023

**HONEY SOFIA V. COLIS**  
OIC Director, ODHRM VSU  
Visayas State University  
Baybay City, Leyte

**Good day!**

I am writing this letter in interest of your job posting for Administrative Officer II (Accounting Analyst). With over four years of experience, I am confident that I have the necessary skills and experience required for this position.

Throughout the course of my career at OSPA – Farmers’ Medical Center, I have been a capable and consistent problem solver, as well as a great team player. In my roles, namely as tax compliance officer, bookkeeper, and most recently, accounting supervisor, I have contributed collaboration, discipline and a strict observation for deadlines.

I am excited at the prospect of bringing my talents and being able to work for your esteemed university. I look forward to hearing from you, at your earliest convenience, to discuss my application.

Thank you for your time and consideration.

**Yours truly,**

**Camille Martin V. Licardo**