

HONEY SOFIA V. COLIS

OIC Director, ODHRM

Visayas State University

Baybay City, Leyte

Dear Ma'am,

Good Day!

I am Mary Rochelle C. Anoos, a graduate of Bachelor of Science in Accountancy from St. Peter's College of Ormoc. I am sending you my curriculum vitae for your reference and I wish to apply for the Administrative Officer V position in your good office.

I am hardworking and diligent in every task that is given to me. I am capable of handling responsibilities and have an experience in learning and understanding especially in the accounting field. I have the ability to manage my time wisely and to multi-task in order to complete daily jobs in a reasonable amount of time. I also put my best efforts to get the job done in a timely but efficient manner.

I humbly ask your office to assess if I am qualified for the position. I am willing to be trained in all aspects necessary for the job that may be given to me.

You may contact me at my cellphone number 09286653203 (Smart) or my email address rochelleanoos@gmail.com.

Hoping you'll consider me for the job position you need.

Thank you and God bless.

Respectfully yours,

A handwritten signature in black ink, reading "Anoos Rochelle", written in a cursive style.

MARY ROCHELLE C. ANOOS