

**MS. HONEY SOFIA V. COLIS**  
**OIC DIRECTOR, ODHRM**  
**VSU Baybay City, Leyte**

**Subject: Application for Administrative Officer V**

Dear Ma'am

I am writing to show my keen interest in the advertised Administrative Officer V position available in the CSC Job portal. I believe that my education, skill-set and experience make me a suitable candidate for this position.

To apply here is really a great opportunity for me to serve the government sector. I have passed the CPA Licensure Examination in 2013 after I graduated Cum Laude from St. Paul School of Business & Law. I have good academic background which you can view in my enclosed Personal Data Sheet.

I am a highly organized and self-driven individual passionate about my career in the field of accounting as a Finance Analyst for seven (7) years. My key accounting and financial competencies include but not limited to General Accounting, Cash Management, Finance Planning & Analysis (Budget), Management Reporting & Fixed Assets Management.

While working in the Philippines' one of the largest corporations, I have learnt a lot in my professional field and I want to apply my skills, knowledge and mastery in serving the Government. My competence and talent make me able to adjust in any field. I can work under pressure while focused on being result-oriented. I believe that keeping my eagerness to learn more makes me a good contender for any suitable position.

I understand that a lot of people are going to apply for this chance but if I get a chance of interview, I can introduce myself in a good manner. I meet all the requirements mentioned by you and I hope that my application would be considered.

Thanking you in anticipation.

Sincerely,

  
Noreen Selma C. Daga