

December 20, 2022
Michelle B. Jumawan
Sto. Nino Malitbog
Southern Leyte, 6603
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Ms. HONEY SOFIA V. COLIS
OIC Director, ODHRM
VSU, Baybay City
Leyte

Dear Ms. Colis,

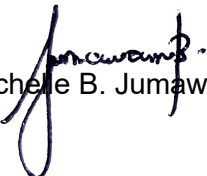
Good Day!

I would like to apply as an Administrative Officer 1 (Cashier 1) in your good office which I saw on your website. I am so interested and sincerely want to occupy this job. I am confident that my application of my skills would be an asset in your department.

I am a graduate of Bachelor Degree of Management Accounting at University of Cebu- Banilad. I have done my internship in Land Bank of the Philippines Banilad and mini-ojt at the campus in MedTech Department as assistant secretary. We successfully finished our thesis about agriculture and also we conducted feasibility study of a product and gained profit from it. I have a basic knowledge about quickbooks and SAP. My previous work was a Job Order (JO) at Municipal Treasurer's Office, LGU- Malitbog for two(2) years. I was assigned on vouchers and assisting the Supply Officer. These strength combined with academic and work experienced, have prepared me to make a strong productive employee.

I am so interested to work with your department. I would greatly appreciate the opportunity to meet you for an interview section. I have enclosed my resume for your review. Please feel free to contact me at 0935-106-7166. Thank you for your time and consideration.

Respectfully yours,


Michelle B. Jumawan