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HONEY SOFIA V. COLIS  
Director, HRMO

Dear Ma'am Colis,

I am writing to express my keen interest in the Administrative Officer 2 (Budget Officer 1) position at Visayas State University - Main Campus. With a Bachelor's degree in Accountancy from Saint Paul School of Professional Studies, I am eager to contribute my academic background, coupled with the skills and experience gained during my internship, to support the financial management and administrative functions of your esteemed institution.

During my academic pursuit, I was fortunate to intern at the Commission on Audit, where I completed 400 hours of practical training. This invaluable experience allowed me to develop essential communication and interpersonal skills while working in a team-oriented environment. I was responsible for preparing working papers and meticulously verifying the accuracy and credibility of information provided. The exposure to real-world financial scenarios enriched my understanding of financial reporting and analysis.

I believe that every experience is an opportunity to learn and grow, and I am eager to continue learning in a professional setting. I'm enthusiastic about contributing to the financial management objectives of Visayas State University and helping the organization run efficiently.

Visayas State University is well-known for its commitment to academic excellence and community development, and being part of such a dynamic institution is a dream come true for me. I am confident that my attention to detail and ability to adapt will allow me to positively impact the university's financial management systems.

Thank you for considering my application. I look forward to the chance to contribute my skills and enthusiasm to the growth and success of Visayas State University. Please find my contact information above, and I am available at your convenience.

Yours sincerely,

  
MONNA CAMILLE CANALES