

Zone 5, Brgy. Guadalupe  
Baybay City, Leyte  
December 10, 2023

DR. DANIEL LESLIE S. TAN  
OIC-University President  
Visayas State University  
Baybay City, Leyte

Thru:

HONEY SOFIA V. COLIS  
OIC Director, ODHRM  
VSU, Baybay City, Leyte

Dear Dr. Tan:

I am writing to express my interest in the Administrative Officer II (Financial Analyst I) position at Visayas State University, as advertised in your official website. With a strong background in finance and a proven track record of effective cash handling, I am enthusiastic about the opportunity to contribute my skills to your esteemed organization.

For the past 2 years, I have accumulated comprehensive experience in cash handling, overseeing and managing financial transactions with precision and accuracy. In my current position as Customer Associate (Supervising Teller) in Landbank of the Philippines, I am very well equipped at making cash deposits, executing transactions, making sure each transactions have been entered correctly; making a report on the day-to-day transactions; processing personal checks and manager's checks; receiving payments through cash or checks. This achievement not only showcased my ability to streamline processes but also demonstrated my commitment to maintaining meticulous financial records.

Key skills I have to bring in this role include: a keen eye for detail, ensuring accuracy in financial reports and reconciliations; ability to collaborate with cross-functional teams to implement efficient cash handling procedures; strong analytical skills enabling me to identify discrepancies and implement corrective measures promptly; demonstrate expertise in maintaining compliance with financial regulations and company policies. Moreover, I am adept at adapting to dynamic work environments and thrive under pressure.

I am excited about the prospect of bringing my expertise to your team and contributing to your continued success.

Enclosed are my Personal Data Sheet (PDS) and Transcript of Records (TOR) that provides further details about my professional background. I would welcome the opportunity to discuss how my skills align with the needs of your organization. Thank you for considering my application. I am looking forward to the possibility of contributing to the success of VSU.

Respectfully yours,



KERRY U. SUDARIA