

HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University

Baybay City, Leyte

Dear Ma'am,

I am attaching an application letter expressing my desire to apply for the position of Administrative Assistant III, Senior Bookkeeper, Salary Grade 9, VSU Main Accounting Office.

I am one of the beneficiary graduates of the Pantawid Pamilyang Pilipino Program. I earned a Bachelor of Science in Entrepreneurship from Eastern Visayas State University in July 2023. I am eager to share my knowledge, skills, and commitment to excellence in your office's innovative environment.

I gained some practical experience during my college years through an internship at the Commission on Audit of Eastern Visayas State University, 90 days of participation in the KALAHI-CIDSS Cash for Work Program, and Eight months of completion of the Government Internship Program (GIP) assigned to the Sustainable Livelihood Program ABUYOG MSWD Office, which exposed me to a variety of tasks and procedures.

I am confident that my passion for economic development, collaborative mindset, and adaptability will make me a valuable asset to your team.

Thank you for your thoughtful consideration, and I hope to hear from you soon.

Very truly yours,



JERICHO B. CEZAR

Applicant