

August 14, 2025

**HONEY SOFIA V. COLIS**

Director, HRMD

VSU, Baybay City, Leyte

**Dear Dir. Colis:**

I hope this message finds you well.

I am Giselle Joyce B. Ramirez, a proud alumna of Visayas State University – Main Campus, where I earned my Bachelor of Science in Agribusiness (BSAB) *Magna Cum Laude* on August 12, 2022, with the support of the VSUAAI Scholarship. I recently completed my Master of Management, major in Agribusiness Management, on July 24, 2025, as a recipient of the VSU Latin Honor Scholarship.

I am writing to formally express my interest in the Accountant I position at Visayas State University – Main Campus. While my academic background is in agribusiness rather than purely business or commerce, my degree program has provided me with substantial training in basic accounting, financial analysis, and management principles. I am confident that these competencies, combined with my strong academic performance and dedication to public service, make me a capable candidate for this role.

This opportunity would be considered as my first formal work experience, and I am eager to apply my skills in a professional setting that upholds excellence and integrity—values I deeply admire in VSU. I am highly motivated, detail-oriented, and committed to contributing meaningfully to the university's financial operations and institutional goals.

Attached are my credentials and other supporting documents for your review. I would be grateful for the opportunity to further discuss how my qualifications align with the responsibilities of the Accountant I position.

Thank you very much for your time and consideration. I look forward to the possibility of serving Visayas State University in this capacity.

Sincerely,



**GISELLE JOYCE B. RAMIREZ**

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Hilongos, Leyte

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