

December 12, 2023

**HONEY SOFIA V. COLIS**

Director, HRMO  
Visayas State University  
Baybay City, Leyte

Dear **Director Colis**:

Greetings!

I am writing to apply for the **Administrative Officer II (Financial Analyst I)** position posted on the University's jobs webpage.

I recently graduated from the University of the Philippines Tacloban College with a bachelor's degree in management, magna cum laude. Over the course of this four-year program, I have gained competencies, skills, and knowledge in financial management, accounting, and information and communications technology. Through its core and capstone courses, this program has trained me to work in teams, develop interpersonal relationships, plan, organize, and respond to people with diverse backgrounds.

Most recently, I worked as a writer of the enhanced Barangay Development Plan (eBDP) and the Barangay Nutrition Action Plan (BNAP) of the Barangay Local Government Unit (BLGU) of Brgy. Tagak. This experience has equipped with the knowledge and skills to identify estimates of budgetary requirements for proposed programs, projects, and activities, allocate funds, present an implementation or work plan, determine resource mobilization strategies, and propose an annual investment program.

Last year, I had the opportunity to become a student trainee at the Land Bank of the Philippines Carigara Branch, where I was exposed to the bank's daily operations. During the internship, I assisted clients with their bank transactions, such as updating their accounts, filling out bank forms, and filing a request for bank checks. I have also assumed clerical roles in the bank's backroom office. All these experiences have trained me to respond to clients efficiently and accurately and introduced me to office work.

Last academic year, 2022-2023, I worked as a Public Relations Officer (PRO) of The Mathematics Guild, a recognized interest-based organization in UP Tacloban, where I improved my written and verbal communication skills through letters, announcements, and social media captions I completed during my term. Moreover, I handled all the organization's communication channels (email, Facebook, Instagram, and Twitter)..

I am confident that my financial management and accounting skills, work experience, and willingness to learn have prepared me to take this role. I believe I am a competent addition to the organization because of my academic training, experiences, and skills.

I fervently hope to discuss how my qualifications align with the needs of the job. You may contact me through email at [danieldagaconte@gmail.com](mailto:danieldagaconte@gmail.com) or by phone at 09061154750. I look forward to hearing from you.

Thank you for your time.

Sincerely,



Daniel D. Conte