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HONEY SOFIA V. COLIS

OIC-Director

Office of the Director for Human Resource Management

Visayas State University

Baybay City, Leyte

Good day!

I am looking for a job when I was informed that your office has vacancies and I'm interested in applying for Science Aide position. I am currently a Data Encoder at Online Programs Office. While I have learned a significant amount in this job, particularly as it pertains to encode data gathered in preparation for the Master of Agricultural Development Accreditation by AACUP. Unfortunately, my contract will end so soon.

I also have had experience over the past three years as a Bookkeeper at CARD Inc. (A Microfinance NGO). In that position I am responsible in receiving all documents submitted by each unit, keeping and updating records within the covered areas of operation. I also managed to prepare budget actual assessment and prepare and submit monthly consolidated financial reports of the area. I believe that my skills and work experience would be an asset.

I welcome the opportunity to discuss with you in person my ideas and qualifications. If you have any questions or would like to arrange an interview with me, I may be reached at +63 956 647 3205 or petallar.angel8@gmail.com. Thank you for your consideration.

Sincerely,

Angelica P. Pole