Nichole Angel Lei C. Gadon
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Honey Sofia V. Colis
Director, HRMD
Visayas State University
Baybay City, Leyte

Dear Madam,

I am writing to formally express my interest in applying for the position of Accountant I at your prestige university. I graduated last June 2024, and recently passed the Licensure Examination for Certified Public Accountants on my first take. I am eager to apply my academic knowledge in actual workplace setting while learning and gaining more experience.

Throughout my studies, I have acquired a strong foundation in accounting concepts, especially in taxation. During my internship for the government sector, I completed 125 hours at the Municipal Accounting Office of Bontoc LGU. Therefore, I have understanding and knowledge of government accounting. For the public practice sector, I completed 125 hours as well in Quirong Accounting and Consultancy Services in Maasin City, where we focused on audit as well as the tax compliance of clients. For the commerce and industry sector, I completed another 125 hours in the Finance Department of The College of Maasin, giving me the knowledge and understanding of daily transactions of a school organization. I believe I have minimum experience necessary for the role. Moreover, my problem-solving skills, adaptability, and ability to work under pressure make me confident in handling tasks that require attention to detail and critical thinking.

Though new to the workforce, I believe that everything can be taught and learned. I also believe that I can acquire the necessary skills along the way. Being part of your organization would be an excellent opportunity to apply my current skillset, contribute my knowledge, and gain insight into the practical aspects of accounting.

Thank you for considering my application. I would greatly appreciate the opportunity to be interviewed and discuss how I can contribute to your organization.

Sincerely,

Nichole Angel Lei C. Gadon