

July 18, 2023

HONEY SOFIA V. COLIS

Director
Human Resource Management Office
Visayas State University
Visca, Baybay City, Leyte

Thru: **NICK FREDDY R. BELLO**
Head, Accounting Office
Visayas State University

Dear Ma'am,

A pleasant day.

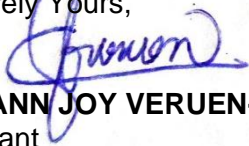
I happen to know about your hiring through my sister, and I am interested in applying for the job position of Administrative Officer II (Financial Analyst I).

I am Cel-Ann Joy Veruen-Impas, 29 years old, from Brgy. Salvacion, Basey, Samar, and currently reside at Brgy. Guadalupe, Baybay City, Leyte. I took my bachelor's degree at Eastern Visayas State University - Main Campus with the course Bachelor of Science in Entrepreneurship and graduated in 2016. I was a student assistant at the supply office in EVSU from year 2012-2014 and in the College of Engineering Dean's Office from 2015-2016. In 2019, I was able to pass the clerical examination conducted by the Visayas State University. I also passed the August 2022 Civil Service Professional Examination. My previous job was the following: Account Officer at Cebu AdConsultants Inc. (2016-2017), Training Head at Philippine Oppo Mobile Technology Inc. (2017-2018), and Center Supervisor at International Cultural Studies and Education Corporation (2018-2019). I believe my work experience and skills will contribute to your good office by fulfilling the necessary job responsibilities given by the job position in which I'm interested.

I can be reached and contacted anytime via call +639083929170 or via email at celannjoy25veruen@gmail.com.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely Yours,



CEL-ANN JOY VERUEN-IMPAS
Applicant