

December 17, 2024

ALICIA M. FLORES

Head

Budget Office

Visayas State University

Visca, Baybay City, Leyte

Dear Maam Alice,

Good Day!

I am writing to formally express my interest in the Administrative Officer V position within the Budget Office of Visayas State University. Currently, I serve as Accountant I in the Accounting Office of the same university, where I have gained valuable insights into financial management, compliance and reporting.

Despite being in my current role for less than a year, I have consistently demonstrated a strong commitment to delivering quality work and contributing to the organization's objectives. My experience in accounting, combined with my keen attention to detail and organizational skills, makes me suitable candidate for the position.

Thank you for considering my application. Please feel free to contact me at your convenience.

Thank you and more power.

Sincerely,

Beverly Ann Elnas

09062464222