

July 17, 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Dear **President**,

I am Arjay M. Garrido, and I am submitting an application for the post of **Financial Analyst I (Administrative Officer II)** that is open at the Accounting Office at Visayas State University. I graduated from Visayas State University with a Bachelor of Science in Animal Science. I became a licensed agriculturalist in November 2017.

I currently work as an Agriculturist I at the Department of Agriculture Regional Field Office 8 where I oversee the procurement, monitoring, and evaluation of projects as the project officer for the Multiplier Farm Project. During my time as a government intern at the Department of Labor and Employment, I also had to perform administrative tasks. In 2017, I further worked as a coconut development officer for Padre Burgos and Limasawa for the Philippine Coconut Authority (PCA).

I am responsible and can work well with minimal supervision. I value teamwork as I believe working with diverse people can help me grow professionally.

I am very much open for an interview at your most convenient time. You can contact me through my email address akocarjaygarrido@gmail.com and mobile number 09466949429.

Hoping for your kind consideration.

Thank you.

Respectfully Yours,

ARJAY M. GARRIDO

Applicant