

Lorraine Mae D. Robrido

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Ms. Honey Sofia V. Colis

Director, Human Resource Management Division

Visayas State University

Baybay City, Leyte

Dear Director Colis,

Greetings!

I am writing to formally express my intent to apply for the position of **Accountant I** at Visayas State University. I recently passed the May 2025 Certified Public Accountant Licensure Examination and am eager to begin my professional journey in public service, particularly in an esteemed academic institution such as VSU.

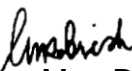
Though I do not have prior work experience, I have gained substantial knowledge and skills through my academic training in accountancy. I am well-versed in basic government accounting principles, financial reporting, and auditing procedures. My university coursework and review preparation have honed my analytical thinking, attention to detail, and ability to meet deadlines—all of which are vital in fulfilling the duties of an Accountant I.

I am deeply motivated to contribute to the mission of Visayas State University by ensuring the accuracy, transparency, and integrity of financial records and transactions. I am confident that my commitment to continuous learning and ethical service will make me a valuable addition to your finance team.

Attached herewith are my Personal Data Sheet, transcript of records, and other pertinent documents for your review. I would be honored to be considered for the opportunity to serve VSU and to grow professionally under your guidance.

Thank you very much for your kind attention and consideration

Respectfully yours,



Lorraine Mae D. Robrido