

SHEKAINAH MAE L. MOLDEZ

Brgy. Caridad, Baybay City, Leyte

09677007903

moldezshekainah@gmail.com

February 17, 2021

CHARIS B. LIMBO

Director

Institute of Human Kinetics

Visayas State University

ViSCA, Baybay City, Leyte

Dear Ma'am Limbo,

I am writing this letter in regards to your job hiring. I would like to take this opportunity to apply to your office in a job suitable for my expertise and skills. I graduated BS Accountancy at Saint Peter's College and BS Accounting Technology at Western Leyte College. I also passed the Civil Service Eligibility Professional Level.

I work at Mac Builders for 16 months as Accounts Receivable Clerk. I've developed a skill set directly relevant to the Accounting role in your office, including accounting expertise, accounts receivable and accounts payable with proficiency in SAP System. Overall, I have consistently demonstrated analytical, communication and multitasking abilities in every aspect of my experience.

I look forward to elaborating on how my specific skills and abilities will benefit your organization. To illustrate the scope of my career history and professional competencies, please take a moment to review my enclosed resume and TOR. I am grateful for your evaluation of my credentials and subsequent response.

Best Regards,


Shekainah Mae L. Moldez