

November 19, 2024

HONEY SOFIA V. COLIS

Director, Human Resource Management Officer

Visayas State University – Main Campus

Brgy. Pangasugan Baybay City, Leyte

Ma'am:

Greetings!

I am writing this letter to formally apply as an Internal Auditor I with a salary grade 11 under your respectable university. This could be an avenue for me to apply my knowledge, skills and experience when it come to auditing review, professional criticism, financial analysis and reports, accounting skills, strict implementation of university's policies in terms of documentation of procurements and especially liquidation which is relevant on allocation of budgets and proper implementation of funds of Visayas State University. With this, we could meet both of our endeavors on sustaining the quality education of the Visayas State University, promote excellence on the administrative and operational functions of the university and to attain professionalism within the boundaries of Visayas State University.

I obtained my bachelor degree in Saint Paul School of Professional Studies with the degree of Bachelor of Science in Accounting Technology and continued my academic momentum in Leyte Normal University and took up further studies with Masters in Management while working in a private company in Tacloban City. I obtained 33 unites in my further studies and soon to graduate in God's Will and to pursue also juris doctor in the future. Currently, I am working as a Municipal Financial Analyst in the Department of Social Welfare and Development under the KALAHI CIDSS Program which entails with the same line of work I am applying for. I also served 5 years in service in a private company as a tax staff, promoted as an officer-in-charge in the logistics department and lastly which I believe relevant of this application, I became the Corporate Internal Auditor which was relevant on becoming an internal auditor I in Visayas State University. This job became relevant on providing the correctness and completeness of financial data which is significant on forecasting and projection of budget and operations annually. This could be a way of promoting transparency and integrity on your financial reports for reporting purposes and forecasting.

I hope your good office would consider and find interest on my application and be interviewed soon in your good office. If questions arise, you may contact on my phone number (09627112952) or you may email me on vincejarnt@gmail.com.

Respectfully yours,

VINCE JARNY M. ROSAUPAN

Applicant