

Ena Gen T. Tripoli
Sitio Pamotosan, Brgy. Makinhas
Baybay City, Leyte 6521
enagentripoli@gmail.com
09498711009

Sept. 18, 2024

Honey Sofia V. Colis
Director, HRMO
Visayas State University Main Campus
Baybay City, Leyte

Subject: Application for the position of Administrative Officer I (Supply Officer I)

Dear Maam;

I am writing to express my interest in the Administrative Officer I (Supply Officer I), as advertised on CSC monthly postings of job vacancies. With my almost two years of experience in accounting, I am confident in my ability to contribute significantly to your team and help achieve the agency's goal.

In my previous role as a Accounting Staff at Adventist Hospital Cebu, I was responsible for company 's bank reconciliation and as well working other accounting related tasks such as recording journal entries to the system and any accounting-related task I am ask to do from time to time.. This experience has allowed me to develop enough and somehow strong skills in accounting, recording, journalizing, analyzing and skills in dealing with colleagues and customers most especially if I am ask to assist the payroll officer and disbursing officer with their job from time to time, which I believe somehow align closely with the requirements for this position.

I am a recently passed CPA looking for a job that suits my abilities and most of all my priorities and I am blissful to have learned that you have an opening for a Administrative Officer I (Supply Officer I) position. I may not be very familiar of the job description of this position but I believe that I am willing to learn with the help of the team. I would be thrilled to have the opportunity to contribute to your ongoing success and to learn more about the profession and to grow in my career working with you in the future.

I have attached my resume for your review. Thank you for considering my application. I look forward to the possibility of contributing to Visayas State University- Supply Office.

Sincerely,


Ena Gen Tripoli