

ANGELITA L. PARADERO

Department Head
Department of Business and Management
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Paradero:

Greetings!

I write to express my sincere interest to work as a part-time instructor of the Department of Business and Management. This position would enable me to make full use of my accounting and management skills. I believe I can be an asset to the department.

I earned the degrees of Bachelor of Science in Accountancy and Bachelor of Science in Accounting Technology at Saint Paul School of Professional Studies with 2 years of work experience gained from some of the Philippines' reputable private and government firms. I am a Civil Service Professional Eligible. I passed the Certified Accounting Technician Level 1 Examination last December 04, 2021 and I am now a member of the Institute of Certified Bookkeepers of United Kingdom.

My resume and Personal Data Sheet show my overall experience and expertise. I would welcome the opportunity for a personal interview to discuss your organization's needs and the results you can expect from me in addressing those. Please phone me at 0931-160-2504 or you may email me at stephenmontes012345@gmail.com.

More powers and stay safe.

Respectfully yours,

DIANA T. MONTES