

January 18, 2022

HONEY SOFIA V. COLIS

OIC-Director, ODHRM
Visayas State University,
Baybay City, Leyte

Dear Madame Colis:


I am writing to apply for the vacant position **Agricultural Technician I** posted at CSC website. I am 38 years of age residing at Maasin City, Southern Leyte. I had been in the government service for eleven (11) years at National Food Authority Southern Leyte Provincial Office until the restructuring of the agency that resulted to the abolition of my Economist III position. Presently, I am an Administrative Aide IV under casual appointment at So. Leyte State University-Hinunangan Campus. Among my work experiences at includes:

- Accounting Clerk/Procurement Officer designate from September 2021 to present
- Acting Administrative Officer V from January 2021- March 2021
- Economist III from November 2018 to December 2020
- Supply Officer II from September 2016 to November 2018
- Acting Sr. Investigation and Enforcement Officer from February 2016 to September 2016
- Accounts Analyst from December 2011 to September 2016
- Acting Cash Clerk from September 2010 to February 2011
- Clerk III/Secretary from February 2010 to June 2012

I believe my innovative nature and strong skill set will help succeed in achieving the objectives of the agency. I'm enthusiastic in looking for solutions to common problems, which I feel would be a great asset in any position. I have a strong passion for helping others, providing support to my fellow employees and assisting them in ways that benefit both personally and professionally.

I'm grateful of your time in reviewing this letter and hope to hear from you regarding the next steps in the hiring process. Please don't hesitate to contact me for any questions and additional information. I would appreciate your consideration of me as a candidate for the role.

Sincerely yours,


MARIA LYN L. TANQUEZON
Applicant
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