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HONEY SOFIA V. COLIS  
Director, HRMO  
VSU, Baybay City, Leyte

Dear Director Colis,

I am writing to express my interest in the position of Internal Auditor I at the VSU Main Internal Audit Service Office and Administrative Officer I (Records Officer I) at the Records and Archives Office, as advertised on the CSC Region 8 portal. As a graduate with a degree in Bachelor of Science in Accounting Technology from Saint Paul School of Professional Studies, I am excited to embark on my professional journey and believe that my educational background, combined with my passion and determination, make me an ideal candidate for this role.

During my academic career, I developed a strong foundation in the fundamentals of accounting such as debit and credit entries, data entry, management and validation, as well as regulatory compliance, and had the opportunity to apply these skills in practical projects such as auditing and research studies. I am eager to leverage this knowledge to contribute to the innovative work being done at your office.

While my formal education provided me with a solid theoretical framework, I am also proud of my ability to quickly adapt, learn, and apply new concepts and skills. I am a highly motivated individual with a strong work ethic and a commitment to excellence. I am confident that my passion for accounting and my eagerness to contribute to a dynamic team will make me an asset in your office.

I am particularly interested on how your office maintains those records that provide transparency and legal protection towards your clients, as well as on how you manage and provide quality services. And with that, I am excited about the possibility of contributing to your organization's mission.

I welcome the opportunity to discuss how my qualifications align with your department's needs in more detail. Please do reach me through my given contact information.

Thank you for considering my application. I look forward to the opportunity to interview with you and discuss how my skills and enthusiasm can contribute to the continued success of your office.

Sincerely,

  
ROXANE JOY V. AGANG