

JUAN NEIL C. LUCIANO III, CPA

Zone 1, Real St. Brgy. Calbasag
Julita, Leyte 6506

October 19, 2020

LOURDES B. CANO

Director, ODAS/HRM

Visayas State University

VISCA, Baybay City, Leyte

Dear Ma'am/Sir,

Good day. Hope you are doing well in this tough times.

I am signifying my interest to apply for the position as an Accountant II in Visayas State University (VSU) located at VISCA, Baybay City, Leyte. I heard this from the brother of my sister-in-law and checked this through the website of Civil Service Commission (CSC) and your university website to verify if you are looking for an Accountant II. I know that my qualifications and work experiences can meet the competencies set by your university and would appreciate your consideration as a candidate for the role.

In my previous experience, I worked as a Junior Audit Associate to provide assistance to the Senior Audit Associate and perform the job responsibilities to be able to achieve the tasks assigned and most importantly, to provide reports needed by our clients. I worked as a Junior Audit Associate at SGV & Co., an affiliate of Ernst & Young (EY), one of the largest professional firms in the country.

Throughout my tenure in SGV & Co., I was able to develop and acquire skills and knowledge that will help me to advance in my career. First is handling our clients professionally through communicating to them orally or written which is mostly done in emails. Second, I was able to develop my skills in using Microsoft Word, Excel and PowerPoint and Adobe for documentation purposes. Third, I was able to acquire knowledge on how to use some computer applications because most of our communications are done through computers especially during the community quarantine which most of the employees are work from home setup. Fourth, being keen to details to the documents or instructions I received, as I review and/or test the works of the accountants of our clients.

As a graduate of St. Paul School of Professional Studies, we are trained during our undergraduate years to be professional, uphold our integrity and our actions must be align to the ethics of our profession.

I appreciate your time to review my application and hope to hear from you regarding the next steps in the hiring process. If you have any questions or need any additional information, you may contact me through my email address, juan.neil.iii.c.luciano@gmail.com, or mobile number, 09952849715.

Sincerely,

JUAN NEIL C. LUCIANO III, CPA

Applicant