

June 26, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear **Ma'am Honey Sofia**,

Greetings!

This letter is intended to express my sincere desire to apply for **Administrative Assistant III (Secretary II (A))** position or on any Administrative and Finance position that best fits my qualifications.

I graduated *Magna Cum Laude* in the degree of Bachelor of Science in Business Administration major in Financial Management at Western Leyte College of Ormoc City, Inc., Philippines, last July 18, 2022.


Through my recent position as *Accounting Staff* for over a year and five months, I had the opportunity to improve and develop my communication and interpersonal skills. My responsibilities are to handle company's funds, handle payables and receivables, assist to worker's payroll, and performs other cash and invoices monitoring involvement in the field— (1) Proper liquidation and recording, (2) Monitor funds/budgets that are for withdrawal and deposit, (3) Digital and Manual Filing receipts/invoices and submits to Accounting Department regularly, (4) Monitor cash outflows regarding to company's project expenses, and (5) harmoniously respond and connect with suppliers and workers for queries and assistance. Additionally, (6) handling documents and data helped me develop my organizational, filing, and creative thinking skills.

From this moment forth, I believe imparting my knowledge, experience, and skills in this evolving industry can boost the productivity and reach the company's goal. Hence, I am open for any trainings intended for this field where I can foster and expand both of my personal and professional growth.

My resume is enclosed which will elaborate my personality, education, and work experience. I am willing and ready to report for an initial interview at your convenient time. You may contact me with my mobile phone number— **09639486715**, and you may also reach me at my e-mail address— **verzosa.chen@gmail.com**.

Looking forward to hearing from you soon.

Thank you and best regards,



Verzosa, Gretchen R.
Applicant