

HONEY SOFIA V. COLIS
OIC Director, ODHRM
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ms. Colis,

I am writing in response to the government website's listing for a job in www.csc.gov.ph. With great willingness, I am pleased to present my application for the position of **Accountant IV** in your organization. I believe that my education, skill-set, and experience make me a suitable candidate for this vacancy.

My 5 years of experience in the government accounting sector has helped me in acquiring adequate knowledge, which gave me the confidence for my application for this position.

I was an Accountant of the Department of Environment and Natural Resources – Central Office for 4 years where I was able to gain experience and harness my knowledge of the Government Sector.

In my current position with the Environmental Management Bureau – NCR office where I work in the capacity of Chief, Finance Section, I am accountable for the supervision of the Accounting Unit, Budget Unit and Cashier Unit.

I am a graduate of Saint Paul School of Business and Law with a Bachelor's Degree in Accounting and Bachelor's Degree in Accounting Technology. I graduated on May 2, 2014. I passed the Certified Public Accountant (CPA) board examination on October 2014. I took two semesters of Master's Degree on Public Administration at National College of Business and Arts (Fairview Campus) and plan to finish it once this pandemic is over.

I am a self-driven individual, passionate about developing my career in the field of Accounting and Auditing. I wanted to become part of your company to contribute my skills while I learn and grow more in the field of my profession. I would welcome the opportunity to put my knowledge and skills at the service in your Agency.

I have attached my personal data sheet and other requirements for your review. I would appreciate the opportunity to answer any questions you may have for me and hear more about the agency and the position.

Thank you for your time and consideration. I look forward to the chance to share my enthusiasm in person.

Respectfully yours,


Elaine Jean Prima, CPA

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