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Honey Sofia V. Colis
Director, Human Resource Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Maam Colis,

I am writing to express my interest in the **Administrative Officer II (Accounting Analyst)** position at Visayas State University as advertised. With nearly two years of accounting experience, particularly in bank reconciliation, I am excited about the opportunity to contribute to your team.

I hold a Bachelors degree in Accounting from Mountain View College, Valencia City, Bukidnon and have developed strong skills in financial reporting, compliance, and analytical problem-solving. In my previous role at Adventist Hospital Cebu, I have successfully managed bank reconciliations, ensuring the accuracy of financial records and resolving discrepancies in a timely manner. My attention to detail and ability to work efficiently under pressure have enabled me to support the financial integrity of my previous company.

I am particularly drawn to Visayas State University due to its commitment to excellence in education and community service. I believe my skills in bank reconciliation and financial analysis will help achieve the organization's overall goal not only in the accounting department but the university as a whole.

I am a recently passed CPA with almost 2 years of accounting experience, eager to bring my expertise to your esteemed institution and contribute to the ongoing success of your accounting department. Thank you for considering my application. I look forward to the possibility of discussing how my background and skills align with the needs of your team.

Warm regards,

Ena Gen T. Tripoli