

April 20, 2025

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

MADAM:

I have heard from your good office that you are looking for a competent **Administrative Assistant III (Senior Bookkeeper)** with a salary grade (SG) level 9 and specific place of assignment at the **VSU MAIN (Accounting Office)**. I am grateful for the opportunity to apply for it. I am sure that your institution would tremendously benefit from my ability to provide quality service, combined with my strong communication skills while upholding the professional work ethics. I am a graduate of Bachelor of Secondary Education Major in Mathematics at Visayas State University - Villaba, Cagnocot Villaba, Leyte. I also recently finished 2 months of training for **Bookkeeping NC III** at Calubian National Vocational School located at Brgy. Cabalquinto Calubian, Leyte.

I believe that I can do it as I have the unique skills of a good and efficient employee. I am confident enough to deal with the different challenges as well as a detail oriented person. I am technology literate which is very relevant in our advanced world nowadays. I am well equipped with good values, honesty and integrity. And possess all of the 21st century skills needed. I am open to new learning, with knowledge and skills are enough for me to be a good asset to this institution.

After reviewing all of my requirements, I am hoping for a positive response regarding my application. I am willing to be interviewed at your most convenient time. You can reach me via email at elnablankerpagongbabe02@gmail.com, via text/call 09067818253 or you can reach me through my Facebook account Elna Pag-ong Sulad

Thank you for taking the time to read my application letter. More power and God Bless you.

Sincerely yours,


ELNA BLANKER PAG-ONG

Applicant