

April 25, 2025

NICK FREDDY R. BELLO

Head

Accounting Office

Visayas State University

Visca, Baybay City, Leyte

Dear Madam:

Good day!

It was posted on the VSU HRIS page that your good office needs an Administrative Assistant III. I am writing to express my intention to apply for the said position.

I am Joanah Louiela O. Boleche, a graduate of Bachelor of Science in Management at the University of the Philippines Visayas Tacloban College. I am computer literate, hardworking, can easily follow instructions, responsible and I am a reliable person with regards to work. I am willing to get trained and open to constructive criticisms. I am currently working as an Administrative Aide III, assigned in the Bookkeeping Section of the Accounting Office here in the Visayas State University. I am currently handling the bookkeeping functions of the Business-Related Fund. These functions include but are not limited to consolidating cash receipt journals, check and cash disbursement journals of VSU main and the external campuses, bank reconciliation and preparation of financial statements. At the same time, I was assigned as our office's alternate deputy document and records controller for the bookkeeping section where I assist in preparing minutes of meetings and announcements, recordkeeping and monitoring of stored files.

Through both my academic training and professional experience, I have developed strong communication skills, particularly in executing secretarial and recordkeeping responsibilities. This includes preparing comprehensive financial reports and drafting communication letters. I also successfully passed the Career Service Eligibility Examination (Professional Level) on April 17, 2016, with a general rating of 87.77%.

I have attached my Personal Data Sheet for your review. I am willing to come for an interview at your most convenient time. Please contact me via email at joanah.boleche@vsu.edu.ph or through my mobile phone number at 09627351912.

Thank you for your time and favorable consideration.

Respectfully yours,



Joanah Louiela O. Boleche
Applicant