

Shiela Mae O. Bagarinao
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September 23, 2024

VIVIAN V. BALBARINO

Head
Supply and Property Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Balbarino,

I am writing to express my strong desire for the Administrative Aide V1 (Clerk III) position in your excellent office, advertised on VSU jobs website. I am a recent graduate from Saint Paul School of Professional Studies with a Bachelor of Science in Accountancy degree, and I am eager to start my career in an administrative role. I believe that my education and skills make me a strong candidate for this position.

Throughout my academic career, I have developed organizational and communication skills, which I believe would be essential for any administrative role. My internship program at the National Food Authority-Leyte (NFA) has helped me gain hands-on experience in government office administration, including data entry, record-keeping, customer service, archiving and segregation. I am also a part-time virtual assistant, which has helped me develop my skills in administrative tasks and software applications that will allow me to contribute to your organization's productivity.

I am interested in working in your good office because of its commitment to providing efficient, transparent, and sustainable procurement services that ensure the timely distribution of essential resources, contributing to the smooth operation and success of the university. I am excited about the opportunity to help your organization achieve its goals and grow professionally within an organization that values innovation and development. My academic background, passion for administrative work, and dedication to continuous learning make me a suitable candidate for this position.

I appreciate your time and consideration of my application. I have enclosed my resume to provide you with an overview of my qualifications. I would be very pleased to discuss my application further with you at your earliest convenience. You can reach me at 09977733773 or via email at ssmbagarinao@gmail.com.

Sincerely,

Shiela Mae O. Bagarinao
Applicant