

April 1,2024

QUEEN EVER Y. ATUPAN

Head

Cash Office

Visayas State University

VISCA, Baybay City, Leyte

Dear **Ma'am Atupan,**

I wish to apply for an Administrative Assistant II position at the Cash Office Visayas State University VISCA, Baybay City, Leyte. I finished my Bachelor of Science in Business Administration course at the Alejandro Colleges, Manila. I believe that the skill set that I earned for the past six years as a Barangay Bookkeeper in the Municipality of Inopacan, Leyte will significantly help in the advancement of your office.

I have enclosed my resume to support my application. I am confident that I would bring important skills to the position I am applying for.

I would enjoy having the opportunity to talk with you more about this position, and how I could use my skills to benefit your organization at an interview.

Thank you for considering my application. I look forward to hearing from you.

Sincerely,

CAROLINA MERIN COMPENDIO, BSBA