

**Renabel T. Formento**

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**Mr. Nick Freddy R. Bello**

Head  
Accounting Office  
Visayas State University  
Visca, Baybay City, Leyte,  
Philippines, 6600

Dear Mr. Bello:

I hope this letter reaches you in cheerful spirits.

I am writing to express my interest in Administrative Assistant III (Senior Bookkeeper) position at VSU-Accounting Office, as advertised on VSU (Visayas State University) job page.

I graduated with a Bachelor's degree in Agribusiness in August, 2024, and shortly after, I secured a position at LivingHope Hospital, Inc as an Accounting Assistant, where I have spent seven months gaining valuable professional experience.

While I am grateful for the experience gained, I have always envisioned contributing to the institution that shaped my academic and personal growth. With a solid foundation in accounting principles gained through my academic studies, I have developed a keen eye of detail and a strong analytical mindset and honed my skills in financial analysis and reporting. Additionally, my professional career as an Accounting Assistant has equipped me with knowledge, deeper level of dedication to accuracy and precision, and value of professionalism.

My experience in bookkeeping has equipped me with the ability to maintain accurate financial records and ensure compliance with regulatory requirement and to be proficient in utilizing accounting software and tools to streamline processes and improve efficiency, which I believe are directly applicable to the responsibilities of a Senior Bookkeeper role.

Returning to Visayas State University in a professional role, I am confident that my academic expertise and hands-on, practical industry-relevant experience has adequately prepared me to strongly contribute and support the financial operations of the university. I am eager to bring my passion for accounting and commitment to excellence in the university's finance team.

I have attached my resume and other documents for your review and would welcome the opportunity to further discuss how I can contribute to the financial success of the institution in more detail.

Thank you for your time and consideration, looking forward to hearing from you.

Sincerely,  
Renabel T. Formento