

Shiela Mae O. Bagarinao
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QUEEN-EVER Y. ATUPAN
Head, Cashiering
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Atupan,

I am excited to submit my application for the Administrative Aide III (Clerk I) position in your esteemed Cash Division Office. With a Bachelor of Science in Accountancy from Saint Paul School of Professional Studies and hands-on experience in accounting and administrative functions, I am confident in my ability to contribute effectively to your team.

My academic background, coupled with my internship at the National Food Authority – Leyte, has provided me with essential experience in financial data management, document processing, inventory auditing, and payroll assistance. In this role, I was responsible for recording financial transactions, maintaining accurate cash-related documents, and ensuring compliance with financial policies. These experiences have strengthened my ability to handle cash-related administrative tasks with accuracy, efficiency, and confidentiality.

Some of my key qualifications include:

- Proficiency in Microsoft Office and Google Suite, allowing for efficient data organization and financial reporting.
- Strong analytical and problem-solving skills, essential for maintaining accurate financial records and resolving discrepancies.
- Attention to detail and precision, ensuring error-free processing of financial transactions and documentation.
- Ability to work efficiently under pressure, particularly in handling sensitive cash-related matters with accuracy and timeliness.
- Professionalism and confidentiality, maintaining the integrity of financial information.

Additionally, my **Certified Bookkeeper (NIAT) certification** and **Civil Service Eligibility (Professional Level)** further reinforce my qualifications for this role. I am eager to bring my dedication, efficiency, and keen attention to detail to support the financial operations of the Cash Division Office.

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences align with your needs. Please feel free to contact me at 09977733773 or via email at ssmbagarinao@gmail.com to arrange a convenient time for an interview.

Sincerely,

Shiela Mae O. Bagarinao