

Shiela Mae O. Bagarinao
Barangay Marcos,
Baybay City, Leyte 6521
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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 formally apply for the role of Administrative Officer 1 at your esteemed office. Having just graduated from Saint Paul School of Professional Studies with a Bachelor of Science in Accountancy. I am eager to contribute my academic expertise, new perspectives, and enthusiasm to your team.

I have not received a formal performance rating yet because this is my first professional role since graduation, but I have shown strong performance in my academic career, internships, and volunteer positions. I am excited to submit my application for the AO1 role at your esteemed company and I am looking forward to contributing my academic abilities and unique point of view to your team.

Thank you for considering my application, and I look forward to the opportunity to further discuss my qualifications.

Sincerely,

Shiela Mae O. Bagarinao
Applicant