

November 20, 2023

DR. DANIEL LESLIE S. TAN

OIC, President
Visayas State University
ViSCA, Baybay City, Leyte

Thru: **MR. NICK FREDDY R. BELLO**

OIC Head, Accounting Office
VSU, Baybay City, Leyte

Dear Sir,

Good Day!

I am writing to express to you my interest in applying for the vacant position of Administrative Assistant III (Senior Bookkeeper). Presently, I'm the bookkeeper in charge for Trust Funds and PPEs for all funds and external campuses.

I'm a graduate of Business Administration major in Financial Management in Metro Manila College (MMC) located in Quezon City and have eight years of work experiences. Throughout my employment, I have learnt how substantial to really understand your role and responsibilities. This has made me develop positive attitude, strong work ethics, critical & analytical skills and the ability to multitask which I believe a vital qualification for this position.

I believe that the position I am applying for will commensurate with my academic qualifications, skills, and technical work experiences. Rest assured that I will continue to do my best delivering quality and excellent services for the community.

Enclosed are my documentary requirements for your reference.

God Bless & more power!

Thank you.

Respectfully yours,


JHONAVEL R. CASTIL
Applicant