

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'm writing to express my interest to apply for the Administrative Aide VI (Clerk III) at Visayas State University – Cashiering Office. As an accountancy graduate with hands on experience in handling records, data entry, and customer support, I'm excited about the opportunity to bring my skills to your team.

During my internship at the National Food Authority, I was responsible for organizing documents, assisting with inventory, and processing payroll records. I also worked part-time as a Virtual Assistant, where I got used to handling large amounts of data, using tools like Microsoft Office and Google Sheets, and making sure everything was accurate and on time. These experiences helped me become detail-oriented, reliable, and good at managing tasks even under pressure.

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.

What draws me to this role is the opportunity to work directly with people while using the skills I've gained in school and work. I enjoy staying organized, solving small problems quickly, and making sure customers walk away feeling satisfied and well taken care of.

Thank you for considering my application. I'd be happy to discuss how I can contribute to your team and learn more about the role. I'm available at your convenience for an interview.

Respectfully,

Shiela Mae O. Bagarinao