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HONEY SOFIA V. COLIS  
Director, HRMD  
VSU, Baybay City, Leyte

Dear Ma'am Colis,

I am writing to express my interest in the Administrative Aide III (Clerk I) position in your esteemed Accounting Office. As a Bachelor of Science in Accountancy graduate from Saint Paul School of Professional Studies, I am eager to apply my academic knowledge, strong clerical skills, and meticulous attention to detail to support the efficiency of your department.

During my internship at the National Food Authority – Leyte, I managed clerical responsibilities such as document archiving, data entry, reviewing financial transactions, and assisting in payroll processing. These experiences have honed my ability to handle large volumes of data, ensure accuracy in financial records, and efficiently manage administrative tasks. Additionally, my Certified Bookkeeper (NIAT) certification and Civil Service Eligibility (Professional Level) demonstrate my competence and readiness for this role.

My key strengths include:

- Proficiency in Microsoft Office and Google Suite, ensuring efficiency in financial documentation and reporting.
- Strong organizational and time management skills, allowing me to handle multiple tasks and meet deadlines effectively.
- Attention to detail and accuracy, ensuring error-free record-keeping and data processing.
- Excellent interpersonal skills, fostering collaboration with colleagues and maintaining professionalism in the workplace.

I am eager to contribute to your team and assist in streamlining administrative and accounting processes. I am also enthusiastic about the opportunity to contribute to your team and I am committed to upholding the high standards of service that VSU is known for.

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](mailto:ssmbagarinao@gmail.com) to arrange a convenient time for an interview.

Yours sincerely,

Shiela Mae O. Bagarinao