

3 April 2022

**NICK FREDDY R. BELLO**

Head

Accounting Office

Visayas State University

Visca, Baybay City, Leyte

Dear Mr. Bello,

Greetings!

I hope you are doing well, please consider me an applicant for the position Administrative Assistant III (Bookkeeper II) in the Accounting Office of Visayas State University (VSU), as endorsed in VSU Jobs Portal. I am a great fit for this position, as demonstrated by my experience in administrative work, file organizing, handling billing/payroll and making office reports (liquidation, progress reports etc.) and other clerical responsibilities. Aside from that, I am a graduate of Bachelor of Science in Accounting Technology, possess a National Certificate III in Bookkeeping and a member of the Institute of Certified Bookkeepers. I believe both my educational/training and work background are good indicators that I am capable of performing the duties of the position I am applying to.

I have honed my organizational skills when I became a document controller and a billing officer. Furthermore, I also have great interpersonal skills because I have interacted with different clients and provided support for my colleagues. I am good at task management; I pay attention to details and am capable of working independently and with a team. Having mentioned all of these, I believe I will be effective for this position given my professional and educational background and will have a significant impact on the operations of your office.

I look forward to hearing from you about the progress of my application. If you have any further questions or should an interview be necessary, please contact me through 09612443257 or [cristonapas1993@gmail.com](mailto:cristonapas1993@gmail.com).

Thank you and keep safe!

Respectfully yours,

**CRISTON U. APAS**

Applicant