



August 6, 2021

**QUEEN-EVER Y. ATUPAN**

Head  
Office of the Cashier  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am:

This letter serves to express my intention to apply as part of prestige institute preferably as a staff in the Administrative and Finance Services Office given my academic background. I am Paola Kezia Grace M. Batula, a graduate of BS in Accounting Technology in Western Leyte College of Ormoc last March 2017.

I have the ideals and the passion in applying my knowledge and skills acquired in the academe and my work experience. It is my desire to work with you as I have aimed to become effective and efficient in the field that I have chosen. I firmly believe that I have the necessary skills and attitude while making this as a personal objective.

At your most convenient time, I am very much willing to be a subject to an interview. You can contact me thru my phone number 09566532456 or my email address [kezia.pkg@gmail.com](mailto:kezia.pkg@gmail.com). Attached are my curriculum vitae and references for your further perusal.

I am looking forward to work with you soon!

Yours truly,

PAOLA KEZIA GRACE M. BATULA  
Applicant

