

Herbert Pavo Orais
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Honey Sofia V. Colis
Director, HRMD
Visayas State University
Baybay City, Leyte

Dear Director Colis,

I hope this letter finds you well. I am writing to formally express my interest in applying for the position of Administrative Aide III (Clerk I) at the Accounting Office of Visayas State University. With my background in bookkeeping and finance, I am eager to contribute my skills and experience to support the financial operations of your esteemed institution.

I hold an Associate Degree in Information Technology and have obtained Civil Service (Professional) Second Level Eligibility. Previously, I served as a Bookkeeper and Finance Officer at Saint Francis de Assisi Dialysis Center, where I was responsible for bank transactions, financial record-keeping, payroll management, and expense monitoring. My experience in handling financial transactions and reports has equipped me with the precision and attention to detail required in an accounting environment.

Additionally, I am proficient in MS Office and have basic knowledge of Intuit QuickBooks, which would allow me to efficiently process financial documents and clerical tasks. I am a detail-oriented and organized individual who values accuracy, integrity, and efficiency-qualities that are essential in accounting operations.

I would be grateful for the opportunity to further discuss my qualifications in an interview at your convenience. Thank you for your time and consideration. I look forward to the possibility of joining your team and contributing to the success of the VSU Accounting Office.

Sincerely,
Herbert Pavo Orais