

ERLINDA S. ESGUERRA

Head

Accounting Office

Visayas State University

ViSCA, Baybay City, Leyte

Dear Ma'am,

I am contacting you to express my interest in the Clerk I position opportunity with Accounting Office. After reviewing the position requirements, I believe that my training and working experience pursuits are a great fit as the kind of candidate your company is looking for.

Throughout my previous work experience, I've honed my skills in file management and bookkeeping, building a firm foundation of industry knowledge. My communication skills have defused countless tense situations, and I work effectively in high-pressure situations.

I am self-motivated to complete tasks on time with minimal direction and have a strong aptitude in data entry. I'm an energetic and enthusiastic team-player who can also step in to take the wheel when team leadership is needed.

If you could give me a call, that would be great. I'm really interested in working for Accounting Department, and I hope you'll consider me for the position.

Sincerely,

Liza A. Velasco