

Shiela Mae O. Bagarinao  
Barangay Marcos,  
Baybay City, Leyte 6521  
ssmbagarinao@gmail.com

September 23, 2024

**VIVIAN V. BALBARINO**

Head  
Supply and Property Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am Balbarino,

I am writing to formally apply for the role of Administrative Aide VI (Clerk III) at your esteemed office. Having just graduated from Saint Paul School of Professional Studies with a Bachelor of Science in Accountancy. I am eager to contribute my academic expertise, new perspectives, and enthusiasm to your team.

I have not received a formal performance rating yet because this is my first professional role since graduation, but I have shown strong performance in my academic career, internships, and volunteer positions. I am excited to submit my application for the Admin aide role at your esteemed organization and I am looking forward to contributing my academic abilities and unique point of view to your team.

Thank you for considering my application, and I look forward to the opportunity to further discuss my qualifications.

Sincerely,

Shiela Mae O. Bagarinao  
Applicant