

**Shiela Mae O. Bagarinao**  
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**RAYMUND M. IGCASAMA**  
University Registrar  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir Igcasama,

I am writing to formally express my interest in the Administrative Aide III (Clerk I) permanent position as advertised. As a Bachelor of Science in Accountancy graduate with hands-on experience in administrative and clerical work during my internship with the National Food Authority (NFA) and as a Virtual Assistant, I am confident in my ability to contribute positively and efficiently to your team.

I hold a Career Service Eligibility - Professional Level, and I am equipped with strong skills in documentation, data entry, and office management. My internship experience at NFA involved meticulous clerical duties such as document archiving, data entry, payroll editing, and inventory tracking—experiences that reflect my ability to handle the essential functions of the position.

In addition to my academic training, I have cultivated strong interpersonal and organizational skills. I adapt quickly to change, communicate effectively, and maintain a high level of integrity and professionalism in all my work. I am proficient in Microsoft Office, Google Workspace, and other digital tools, which supports my capability in records and information management, aligning with your expectations in administrative services.

I also bring a gender-sensitive perspective and a collaborative work ethic, aligning with your university's core and functional competencies. My goal is to support and uphold your standards of service excellence and efficiency in all tasks entrusted to me.

Thank you for considering my application. I am enthusiastic about the opportunity to contribute to your institution and look forward to the possibility of an interview. I am available at your convenience and can be reached at the contact information provided above.

Respectfully yours,  
**Shiela Mae O. Bagarinao**