

**MARIAN S. BONGCALES**

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Baybay City, Leyte, 6521  
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**NICK FREDDY R. BELLO**

Head  
Accounting Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Mr. Bello,

I am writing to submit my application for the open Administrative aide III position posted in the VSU HRIS website. I am a graduate of Bachelor of Science in Agribusiness in Visayas State University last 2019 and currently pursuing my Master's degree still in Visayas State University. I have a background in accounting which I could use to my advantage since it is one of the minimum requirement that is stated on the job posting.

I am currently working at the registrar's office as an evaluator for three years. I don't have other work experience prior to the job I have right now, but I've gained enough skills and knowledge related to administrative jobs and work setting so it is not difficult for me to adjust to another work environment. I would be interested to work on whatever job that will be assigned to me if given the chance. I am an extremely motivated and enthusiastic person. I do enjoy challenges and eager to learn new things as quickly as possible. I also know how to work well with others, and I work hard in every task assigned to me. It would be of great honor to utilize my skills and work for the vacant job position if given the opportunity.

Thank you for any consideration that you may give to this letter of application. I am willing to have an interview and my contact details are indicated above for your convenience.

Sincerely,

  
MARIAN S. BONGCALES