

April 21, 2025

**NICK FREDDY R. BELLO**

Head

Accounting Office

Visayas State University

Visca, Baybay City, Leyte

Dear sir:

I am writing to express my sincere interest in the position of Administrative Assistant III in the Accounting Office. With four years of solid experience as a Clerk and Deputy Document Records Controller at Visayas State University (VSU), I believe I am well-prepared to contribute efficiently and reliably to your team.

In my current role at VSU, I have been responsible for organizing, managing, and safeguarding institutional records, coordinating with multiple departments, and assisting faculty and students with various administrative needs. This has equipped me with a strong foundation in data management, documentation, and office systems — all of which are essential in an accounting environment.

I hold a Bachelor of Science in Agribusiness from VSU, a program that provided me with essential knowledge in finance, management, and economics. I believe this background complements the responsibilities of the role and strengthens my capacity to support accounting operations with accuracy and attention to detail.

I would be grateful for the opportunity to discuss how my skills and experiences align with your office's needs. Thank you very much for your time and consideration.

Respectfully yours,

Sincerely,

**NOESSA C. DAVID**

Admin Aide IV