

**Shiela Mae O. Bagarinao**  
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April 23, 2025

**Honey Sofia V. Colis**  
Director, Human Resource Management Division  
Visayas State University  
Baybay City, Leyte

Dear **Director Colis**,

I am writing to express my sincere interest in the position of Administrative Assistant III (Senior Bookkeeper) as advertised. With a strong academic background in Accountancy, hands-on internship experience in government financial operations, and my Career Service (Subprofessional) First Level Eligibility, I am confident in my ability to contribute meaningfully to the accounting functions at Visayas State University.

I have completed my Bachelor of Science in Accountancy at Saint Paul School of Professional Studies and served as an accounting intern at the National Food Authority - Leyte, where I managed clerical work, reviewed procurement and sales receipts, and supported payroll processing such as GSIS and Pag-IBIG. I am also a Certified Bookkeeper, further solidifying my technical competence in handling financial records with accuracy and integrity.

My strong proficiency in Microsoft Office and Google applications, coupled with my organizational skills and keen attention to detail, allows me to efficiently process data and maintain accurate financial records. I am highly adaptable, dependable, and motivated to uphold the standards of public service expected within your office.

I would be honored to bring my commitment and dedication to your esteemed university. I am available for an interview at your earliest convenience and can be reached via phone or email. Thank you for considering my application. I look forward to the opportunity to contribute to the goals of Visayas State University.

Respectfully yours,  
Shiela Mae O. Bagarinao