

November 21, 2023

NICK FREDDY R. BELLO
Head Accounting Office
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

Having achieved a solid foundation of knowledge in my career of accounting, I am interested in furthering my understanding by seeking new challenges in the accounting and administrative field. I would like to express my interest in consideration for a position of Administrative Assistant III (Senior Bookkeeper) in your agency.

After achieving my Bachelor of Science in Commerce Major in Management Accounting from Saint Paul School of Professional Studies. I have gained the skills to be a valuable asset to your organization. Aside from this, my recent experience as an Admin Assistant/Taxation at Integra Mgt. & Dev. Corp., has allowed me to enhance my skills in accounting and personal relations skills in a professional environment. I am currently employed as an Administrative Aide I (Casual) in the Office of the Municipal Accountant of the Municipality. My knowledge and background in the accounting and administrative field provides a strong foundation that allows for accurate and thorough work.

I am capable of learning, I know how to work in a team and individually and I work hard in every task assigned to me. Enclosed please find a current copy of my resume. If you should have any questions regarding how my skills fit with your organization, please give me a call at 0992-335-5567. I may also be reached by e-mail at maczarmineyu@gmail.com. Thank you for considering me for this position. I look forward to hearing from you soon.

Sincerely,



MA. CZARMINE L. YU
Applicant