

February 13, 2025

LOUELLA C. AMPAC

Director

Finance Management Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am:

Good day!

I am writing to formally express my interest to apply for the Administrative Aide III position that was recently posted on the official VSU HRIS page.

My name is Joanah Louiela O. Boleche, and I am a graduate of the Bachelor of Science in Management program from the University of the Philippines Visayas Tacloban College. I am proficient in computer applications, highly diligent, and able to follow instructions with precision. My sense of responsibility, coupled with my willingness to undergo training and accept constructive feedback, has consistently allowed me to contribute effectively in my current role.


I am currently serving as an Administrative Aide III in the Bookkeeping Section of the Accounting Office at Visayas State University. I am responsible for managing the bookkeeping functions of the Business-Related Fund. This includes, but is not limited to, consolidating cash receipt, check disbursement journals for VSU main and external campuses, performing bank reconciliations, and preparing financial statements.

Throughout my academic and professional experiences, I have developed strong communication and organizational skills, particularly in secretarial duties, record-keeping, and report preparation. Furthermore, I successfully passed the Career Service Examination (Professional Level) on April 17, 2016, with a general rating of 87.77%.

Enclosed is my Personal Data Sheet for your review. I am willing to come for an interview at your most convenient time. Please feel free to contact me via email at joanah.boleche@vsu.edu.ph or by phone at 09627351912.

Thank you for your time and consideration. I look forward to the opportunity to contribute to your team.

Respectfully yours,



Joanah Louiela O. Boleche
Applicant