

Mitchielyn Jane M. Salili
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Alicia M. Flores
Head Budget Office
Visayas State University

Dear Maam Alicia,

I am writing to express my strong interest in the Administrative Assistant II at VSU MAIN Office. With my solid background in accounting and my passion for delivering accurate accounting processes, I am confident in my ability to contribute to the success of your organization. I know the availability of the position from CSC career Job opportunities.

What truly sets me apart as a candidate is my attention to detail and my commitment to accuracy. I have a proven track record of maintaining meticulous records, ensuring compliance with regulatory requirements, and identifying areas for process improvement. I am confident that my strong analytical skills and proficiency in financial software such as SAPA1 and MS office will enable me to excel in this role.

Furthermore, I am a team player who thrives in collaborative environments. My excellent skills allow me to effectively liaise with stakeholders at all levels, ensuring a smooth flow of information and fostering strong working relationships.

In closing, I am highly motivated to join and contribute to its continued growth and success. I am confident that my technical expertise, attention to detail, and dedication to accuracy make me an ideal fit for the Administrative Assistant II position. Thank you for considering my application. I look forward to the opportunity to discuss how my skills and qualifications align with your organization's needs.

Sincerely,


Mitchielyn Jane M. Salili