May 20, 2019

**BDO Unibank, Inc.**  
National Highway, Poblacion  
Bayawan City, Negros Oriental

Sir/Ma’am:

Good day!

I am applying for the position of **Accounting Assistant**. I graduated at Negros Oriental State University-Bayawan Sta. Catalina Campus with the Degree of Bachelor of Science in Accountancy. I finished my 200-hour internship at Bayawan Community Cooperative which gives me more knowledge and learning about accounting functions.

I am eager, regarding the likelihood of being able to deliver my knowledge and skills through the position you are offering. If given the chance to work with you I will do my best and use my skills in helping the organization to the best of my ability.

I attached herewith my resume for full consideration. I appreciate your time reviewing my application and it will be a pleasure for me to attend an interview at your convenient time. You can reach me through my mobile number: 09263603326 or via e-mail: [kissiannielle18@gmail.com](mailto:kissiannielle18@gmail.com).

Thank you very much!

Sincerely,

**Kissia Dannielle P. Marcelino**  
Applicant