

Melissa Joy R. Branzuela
Sitio Ligaya, Brgy. Candadam
Baybay City, Leyte, 6521
melissajoybranzuela@gmail.com
09510446333
May 28, 2025

HAZELLE V. ASALDO
University and Board Secretary
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

I am writing to express my sincere interest in the position of Administrative Aide VI (Clerk III). My name is Melissa Joy Branzuela, 25 years old, and a graduate of Bachelor of Science in Agribusiness from Visayas State University (VSU).

I have experience working as a Supplier Coordinator, where I was tasked with coordinating and processing customer orders, ensuring the accuracy and completeness of order information prior to submission. I also maintained open and professional communication with internal teams and external suppliers, effectively handling order updates, resolving issues, and addressing escalations when necessary. This role allowed me to build strong skills in records and document management, process monitoring, and customer service which are key areas that are aligned with the duties of an Administrative Aide VI. I am also proficient in using basic ICT tools for administrative work, including word processing, spreadsheets, and email communications.

I am eager to contribute to your institution by providing reliable, organized, and results-driven administrative support. I am confident that my academic background, coupled with my hands-on experience, has prepared me well to take on this responsibility. I would be

grateful for the opportunity to discuss how I can be of value to your team. I am available for interview at your convenience.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Melissa Joy Branzuela', with a horizontal line extending to the right.

Melissa Joy Branzuela