

Brgy. Candadam
Baybay City, Leyte
January 16, 2023

Dear Ma'am/Sir,

Good Day!

I'm Melissa Joy R. Branzuela, 23 years old and completed Bachelor of Science in Agribusiness at Visayas State University. I'm interested in applying as an administrative assistant (Clerk IV)

As a fresh graduate, I believe that I would be a great addition to your team to contribute a new perspective and a fresh environment. I worked for a summer job in Baybay LGU for four consecutive years which taught me the basic clerical works and provide excellent customer service. I was also a part-time tutor during the pandemic and enumerator. This helped me financially support my school needs and trained my organization, management and communication skills as a young student. As a DOST scholar, I was also encouraged to be outgoing and face different kind of people.

I also possess effective Microsoft Office skills, allowing me to work on data encoding, creating spreadsheets and powerpoint presentations. Additionally, I have a good command of English, Filipino, and Cebuano languages. My university honed me to be able to work under pressure effectively and taught me to be flexible in terms of working with colleagues or independently.

I will be grateful if you consider me for this job position! I am looking forward to hearing a positive response. I can be reached through 09510446333 or email at melissajoybranzuela@gmail.com. Thank you for your time!

Sincerely Yours,



MELISSA JOY R. BRANZUELA