

BRENDA ME P. VALENZONA

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August 4, 2025

DR. ALJAY D. VALIDA

Head

Department of Horticulture

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Valida,

I am writing to express my interest in the position of Administrative Aide III at the Dept. of Horticulture as advertised in the VSU jobs. With my strong background in administrative duties/works. I am confident I can bring valuable skills and experience to your team.

Currently, I am employed as a dDRC/Clerk at the Department of Biological Sciences, where I have gained experience administrative support, recordkeeping, data entry, and customer service, competent in handling daily office operations, maintaining accurate files, and supporting teams with timely and efficient clerical work. I developed excellent organizational and multitasking abilities while managing daily operations. Proficient in Microsoft Office/Word and capable of setting priorities and meeting deadlines in hectic work settings. Known for accuracy, organization, and a strong work ethic.

These experiences allowed me to develop strong communication skills, which I am eager to bring to the administrative assistant role.

Thank you for considering my application. I am excited about the opportunity to contribute to your team and support your organization's goals. I am confident that my background and skills will enable me to excel in this position and make a positive impact.

Sincerely,

BRENDA ME P. VALENZONA