

October 15, 2024

To: **Mr. JULIUS V. ABELA**

*Head of University Disaster Risk Reduction and Management,
Safety and Security Office*

Good day!

I am JUNE PIERCE A. ORACION, a Bachelor's of Science in Agriculture graduate. I am applying for the vacant position of ADMINISTRATIVE AIDE III (CLERK I) with job code TBKLEC and is interested to be part of the team.

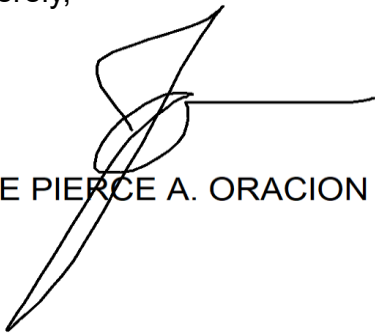
I have some fair share of experience working in and out of VSU Registrar's Office and some side jobs in various offices and companies. Despite my credibility, I have worked with various people; people with high ranks down to our common citizens.

I am a well-organized, efficient, and can work well with a team. I can work independently when needed with less supervision and can carry tasks with ease. I am very willing to learn new knowledge and skills, in order to fulfill the duties required to perform the job at hand. I have great confidence that I can play a vital role in the organization.

I look forward to working with you.

Sincerely,

JUNE PIERCE A. ORACION

A handwritten signature in black ink, featuring a stylized, cursive 'J' and 'O' that are connected, with a horizontal line extending to the right from the middle of the signature.