

December 10, 2024

To:

HONEY SOFIA V. COLIS

Director

Human Resource Management Office

Visayas State University

Visca, Baybay City, Leyte

Good day!

I am **JUNE PIERCE A. ORACION**, a Bachelor's of Science in Agriculture graduate in Visayas State University. I am applying for the vacant position of **ADMINISTRATIVE AIDE IV**; and is very 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 and interacted with various people of ranks. This in turn gave me the confidence and experience needed for this job.

I am computer savvy, well-organized, efficient, and can work well with a team. I can also 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 am looking forward for the job, to be part of the team, and working with you.

Sincerely,


JUNE PIERCE A. ORACION