

January 04, 2025

To:

VIVIAN V. BALBARINO

Head, Supply and Property Office

Visayas State University

Visca, Baybay City, Leyte

Good day!

I am JUNE PIERCE A. ORACION, a graduate of Bachelor of Science in Agriculture in Visayas State University. I am applying for the vacant position of **ADMINISTRATIVE AIDE VI POSITION (Clerk III)** with job code: **CBORAS** at the Supply and Property Office; and is very interested to be part of the team.

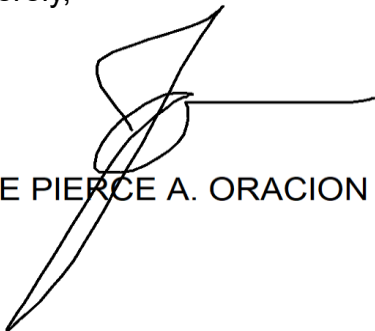
I have some fair share of experience working in and out of VSU Registrar's Office and some side jobs in various offices and companies. My background as a former computer science student and experience in data manipulation and encoding during enrolment periods is an addition to my skills. Despite my credibility, 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

A handwritten signature in black ink, consisting of a stylized, cursive 'J' followed by a horizontal line and a large, sweeping flourish that loops back under the signature.