

October 20, 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. I am applying for the vacant position of **ADMINISTRATIVE AIDE IV (Human Resource Management Aide)** and is interested to be part of the team.

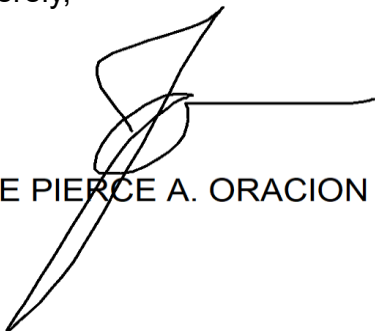
I have some fair share of experience working in and out of VSU Registrar's Office and some side jobs in various offices and companies. Despite my credibility, I have worked with various people; people with high ranks down to our common citizens.

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 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.