

May 10, 2021

MA. JULIET C. CENIZA

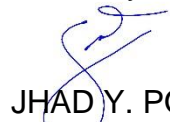
Vice President for REI
Office of the Vice President for Research, Extension and Innovation
Visayas State University
ViSCA, Baybay City, Leyte

Dear Ma'am Ceniza,

Greetings! I am interested in applying for **Administrative Aide** position in your good office. I am Jhad Y. Pogado, 28 years old presently residing in Brgy. Gabas, Baybay City, Leyte. I graduated last April 2016 at Visayas State University with a degree Bachelor of Secondary Education major in Physical Sciences. I am a Civil Service Exam Passer (Professional Level). I believe I can effectively do the job because I am hardworking, keen on details and eager to learn and be trained. I have also good interpersonal skills that can be very useful in catering the clientele as a part of this job.

I would like to welcome an interview from you in your soonest convenience time. You may contact me through jhadyamsonp@gmail.com or +639123335506. Thank you for considering my application.

Sincerely,



JHAD Y. POGADO
Applicant