

September 26, 2021

EUSEBIO R. LINA JR.

Director

Department of Mathematics and Physics

Visayas State University

Visca, Baybay City, Leyte

Dear Sir Lina,

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 also a Civil Service Exam Passer (Professional Level). I have experience in dealing with documents and records since I have been employed as a Clerk for AACCU on job order status at Department of Biotechnology, Visayas State University this 2021. I am in-charge in making sure that all supporting documents are compiled and ready for accreditation.

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