

May 10, 2021

ROTACIO S. GRAVOSO

Head

Department of Development Communication

Visayas State University

ViSCA, Baybay City, Leyte

Dear Sir Gravoso,

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,

A handwritten signature in blue ink, appearing to read 'JHAD Y. POGADO', with a stylized flourish at the end.

JHAD Y. POGADO
Applicant