

December 2, 2020

**LOURDES B. CANO**

Director, ODHRM  
Visayas State University  
Baybay City, Leyte

Dear Dr. Cano,

Greetings! I am interested in applying for **Administrative Aide** position in your institution. I am Jhad Y. Pogado, 28 years old from Inopacan, Leyte and presently residing in Brgy. Gabas, Baybay City, Leyte. I graduated last April 2016 at Visayas State University with a degree Bachelor of Secondary Education. I am not a licensed teacher but fortunately I already passed the Civil Service Exam (Professional Level) just this August 2019. I may not have a good record of grades during my bachelor years, but despite this, I challenge myself not to be defined by my grades, instead work hard to prove that I am worthy of a chance at any job I am in. I believe I can do the job because I am hardworking, keen on details and eager to learn.

I would like to welcome an interview from you in your soonest convenience time. You may contact me through [jhadyamsonp@gmail.com](mailto:jhadyamsonp@gmail.com) or +639658442212/ +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