#9 Tacay Road, Guisad
Baguio City, Benguet

OEL TORIO
17th floor Rufino Pacific Building, 6784 VA Rufino
St., Ayala Ave., Makati City

December 22, 2017

Dear Sir,

I am writing to express my interest in applying for the Service Desk Analyst role in your good office. I am Clyde A. Khayad, 21 years of age, and a graduate of Bachelor of Science in Computer Engineering at the University of the Cordilleras.

I recently completed my On-the-Job Training at the Philippine Military Academy in Baguio City. This hands-on course provided me with skills in troubleshooting and maintenance of computers and computer networks. My computer troubleshooting skills were further enhanced as I have attended various trainings relative to information and communications technology. In addition, I also have a working knowledge in designing and developing web, mobile and desktop applications.

With the knowledge and skills developed from these trainings and workshops and likewise the knowledge I gained from my personal experiences, I believe I can fulfill the tasks of being a technical support.

Attached is my resume providing the specific details about my experience, skills and qualifications. Should you wish to meet with me to discuss my suitability for the position I am applying for, you can find my contact information in my resume.

Thank you very much for your consideration.

Sincerely yours,

CLYDE A. KHAYAD

CLYDE A. KHAYAD

#9 Tacay Road, Guisad, Baguio City, Philippines 2600

+639463233452

clyde.khayad@gmail.com

EDUCATIONAL BACKGROUND

- College: **University of the Cordilleras**
  Baguio City
  Bachelor of Science in Computer Engineering
  2012-2017

- Secondary: **Mountain Province General Comprehensive High School**
  Bontoc, Mountain Province
  2008-2012

- Elementary: **Bontoc Central School**
  Bontoc, Mountain Province
  2002-2008

SKILLS

- Knowledgeable in computer networks, troubleshooting, and maintenance of computers
- Familiar with implementation and design of electronic schematics
- Knowledgeable in programming microcontrollers and microprocessors
- Knowledgeable in database management systems such as SQLite and MySQL
- Familiar with programming languages such as VB.Net, Java and CSharp
- Working knowledge in PHP, HTML, CSS, OOP PHP, Javascript and JQuery
- Worked with PHP frameworks such as CodeIgniter, Laravel and VueJS
- Knowledgeable in computer software applications such as:
  - Operating Systems: Windows and Linux Based Operating Systems
  - Editing Tools: EagleCAD, Adobe Photoshop, Adobe Fireworks, Adobe Illustrator Sublime Text
  - Others: Unity, Git

PERSONAL INFORMATION

Name	Clyde A. Khayad
Birthdate	August 3, 1996
Birth Place	Bontoc, Mountain Province
Gender	Male
Nationality	Filipino
Civil Status	Single
Baguio City Address	#9 Tacay Road, Guisad, Baguio City 2600

Provincial Address   #100 Lanao, Bontoc Ili, Bontoc Mountain Province 2616

TRAININGS AND SEMINARS ATTENDED

- **On-the-Job Training**
  Philippine Military Academy
  February 1 to March 31, 2017

- **Introduction to Python**
  University of the Cordilleras
  October 9, 2016

- **Web Development with Python**
  University of the Cordilleras
  October 9, 2016

- **Introduction to AngularJs Development**
  University of the Cordilleras
  October 8, 2016

- **Introduction to Research, SCOPUS and Competitive Programming towards Excellence in ITE**
  University of the Cordilleras
  July 9, 2016

- **Information and Communications Technology Training**
  National Institute of Information Technology (NIIT)
  May 16–21 2016

AFFILIATED ORGANIZATION

Integrated Computer Engineering of the Philippines – UC Chapter
- University of the Cordilleras
- Member
- 2012–2017

REFERENCES

Mr. Dionisio R. Tandingan Jr., MCS, MAEd
Computer Engineering Adviser
University of the Cordilleras
Contact Number: 09399200038

Mr. Michael J. Uminga, BSCoE
Computer Engineering Instructor
University of the Cordilleras
Contact Number: 09258072994