

May 12, 2021

Office Of the Director for Human Resource Management

Visayas State University

Dear Ma'am/Sir,

I am writing to express my interest in the College librarian II position posted through social media. I believe that I am ideally suitable for this position, provided with my work experience and background in library management. The key strengths that I possess for success in this position includes:

- I strive for continued excellence.
- Able to deal with different people and different types of personalities.
- A lot of integrity and willing to go the extra mile to satisfy my potential clients.

With a degree of Bachelor of Library and Information Science. I have full understanding of the lifestyle of a librarian. I also have experiences in learning and excelling at new technologies as needed. It would be a great opportunity to be of service in your prestigious institution.

Attached herewith are my resume, certificates and other documents for your further perusal.

I can be reached anytime via email at [evtiston23@gmail.com](mailto:evtiston23@gmail.com) or by cellphone, 09773133795.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

ERIKA VIVIENE A. TISTON, RL

APPLICANT