

May 7, 2021

Honey Sofia V. Colis
OIC Director ODHRM
Visayas State University
Baybay City, Leyte

Dear Ma'am Colis:

Good day!

In my search for a new work environment, I was thrilled to find the College Librarian II position opening at Visayas State University. As a qualified professional in the field of librarianship, I believe that I would make a great addition to your institution.

The opportunity presented in this job vacancy is very interesting, and I believe that my experience and education will make me a very competitive candidate for this position. With a master's degree in Library and Information Science and a license, I have a comprehensive understanding of how the library works. I also have extensive knowledge in the deployment of an Integrated Library System or a system used to computerize the library services, record documents, and information. My knowledge in an integrated library system enabled me to fully computerized the library services in my previous employment without having the library purchase an expensive system.

Furthermore, I am currently pursuing my Doctor of Business Administration at the University of Cebu to prepare for future teaching opportunities at Visayas State University if given a chance.

For a greater illustration of my background and qualifications, please review my enclosed resume. I am eager to speak with you about this opportunity and thoroughly appreciate your consideration.

Sincerely,


Mark Ronar G. Galagala, RL, MLIS
College Librarian II Applicant