

August 9, 2023
Honey Sofia V. Colis
OIC Director, ODHRM
VSU, Baybay City, Leyte

Greetings,

I am writing this letter to apply for the position of College Librarian I at your institution. I graduated with a Bachelor in Library and Information Science degree at Polytechnic University of the Philippines last May of 2019. I passed the licensure examination in 2021. I previously worked as a School Librarian in Sacred Heart of Jesus Catholic School (2022-2023) and in San Felipe Neri Catholic School (2019). I also worked as a Project Based Archivist in Cultural Center of the Philippines.

I look forward to talking with you soon regarding this opportunity.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "A. Andrade".

Avelino O. Andrade