

May 19, 2022

**Human Resource Management**

VSU

Visca, Baybay City, Leyte

Philippines 6521-A

Dear Ma'am/Sir:

A person with high respect for your institution and with an earnest desire to be associated with you seeks to work as **College Librarian I.**

I have completed my Bachelor of Library and Information Science in the University of San Carlos and passed the Licensure Examination for Librarians last November 2012. I have been equipped and trained to become a competent person. I took up my Masters Degree at Cebu Normal University with **33 units**. I am currently connected in the University of Cebu-Main Campus as a Librarian, Technical Section for 8 years. In this field of work, it gives me a lot of opportunities to grow and develop my potentials. Certainly, I enjoy and find meaning in my work. Nevertheless, I wanted to take this opportunity to work in your good office seeing it as another venue where I could maximize my skills and potentials.

Enclosed herewith are my resume and other pertinent records for your further perusal.

Should you desire to consider me in any position available, I shall be pleased to see you at your office at your most convenient time for a personal interview. I can be reached through my email add [abrenicaidamae1222@gmail.com](mailto:abrenicaidamae1222@gmail.com) and mobile phone number **09429453235**.

Thank you and more power!

Respectfully yours,

*Ida Mae Bordas Abrenica*

**Ida Mae Bordas Abrenica**

Applicant