

May 24, 2021

HONEY SOFIA V. COLIS
OIC Director ODHRMO
VSU, Baybay City, Leyte

Madam:

I am JOHNVEN Q. JOVEN, 24, single. A graduate of Leyte Normal University and took Bachelor of Library and Information Science. I am enthusiastically applying for the Librarian position because I believe that a combination of my skills, experience and personality all make me an ideal candidate for this role.

I am optimistic that all my qualification as applicant for this position would meet your standards for hiring.

Thank you very much.

Respectfully yours,

JOHNVEN Q. JOVEN