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May 8, 2021

**DR. EDGARDO E. TULIN**

President  
Visayas State University  
VISCA, Baybay City, Leyte

Thru:

**VICENTE A. GILOS**

Chief Librarian  
Visayas State University

Dear Sir:

Warmest greetings!

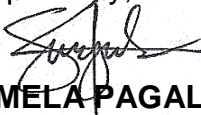
I am writing with interest to apply in your institution for the position of **COLLEGE LIBRARIAN I** which was posted on CSC job portal.

I am currently working as a Head Librarian of a private academic institution. I have a total of 4 years work experience on library management, reference service, book acquisition, implementation and preparation of library development and strategic plans and overall general administration of our academic library. I am highly trainable and familiar with basic computer software, library systems and can work with minimal supervision. With my skills and relevant experience, I am confident that I will be able to help your institution achieve goals and attain good improvements to the library.

I look forward to continuing my career as a librarian and hope to discuss my eligibility for the role with you in the future.

Thanks for your time and consideration.

Respectfully,



**PAMELA PAGALAN**

Applicant