

June 19,2023

MR. VICENTE A. GILOS

Chief Librarian

University of Learning Commons

Visayas State University

Greetings!

I am writing this application letter in response to the post of hiring for utility on the site that I found at VSU jobs. I believe that most of my skills fit that role and I am interested to be part of your organization. I want to work in a competitive yet friendly environment and I know I will gain knowledge and experience if I will be part of your organization.

I am an undergraduate at Visayas State University with the course of Bachelor of Science in Hospitality Management. I would like to contribute my knowledge and skills and *dedicate myself to your organization.*

Please see my resume which is attached to this letter for further information on my qualifications. Thank you for your kind consideration. I look forward to hearing from you.

Respectfully yours,

Ivan Mir Managbanag