

June 20, 2023

VICENTE A. GILOS

Chief Librarian
Office of the Chief Librarian
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Gilos,

Greetings!

It is great pleasure that I am seeking to be a part in the hiring position at University Learning Commons (Library).

I am Debie Jean M. Herbolingo, 28 years of age. I graduated from Visayas State University- Main Campus with a degree of Bachelor of Elementary of Education on April,2015 and passed the Licensure Examination for Teachers on October 2,2022.

Thus, it is my earnest request to you to please consider my candidature for the post of the position is assigned at University Learning Commons (Library). Please find my resume attached with my intent letter for your perusal. Please let me know when I can expect a call to discuss the issue.

Thank you.

Sincerely yours,

DEBIE JEAN M. HERBOLINGO