

May 08, 2021

MS. HONEY SOFIA V. COLIS

OIC Director ODHRM

VSU, Baybay City, Leyte

Dear Ms. Colis;

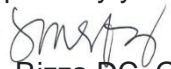
Greetings of Peace!

I would like to apply for the position of College Librarian II in your university. I am very familiar with the library management, operations, developing and implementing a process for improvements, able to prepare statistical reports and library programs. I'm well experienced and skilled in library services, information management, technical and purchasing functions as well and equally capable to work as part of a team or alone. I do believe that with my strong technical experience and educational attainment mark me a highly competitive candidate for this position.

Please see my resume for additional information on my experience. I enclosed a completed job application requirements as requested.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Respectfully yours,



Ms. Rizza DC. Gonzales, RL.