

August 6, 2025

**VICENTE A. GILOS**

University Librarian

University Learning Commons (Library)

Visayas State University

Baybay City, Leyte

Dear Mr. Gilos,

I am writing to express my interest in applying for the position of Bookbinder III in University Learning Commons (Librar). I am currently employed as a Science Research Assistant (Job Order) at the OVPREI-Extension Office here in Visayas State University Main Campus. I believe that my skills, experience, and work ethic make me a strong candidate for this position.

Should I be given the opportunity to join your team, I am confident that my dedication, reliability, and commitment will contribute positively to the department's goals. I am eager to bring my experience and passion for public service to your office.

Enclosed is my resume for your consideration. I would welcome the chance to discuss my qualifications in more detail and am available for an interview at your earliest convenience. Please feel free to contact me at 0912-950-7028 or via email at [juliusnayre121@gmail.com](mailto:juliusnayre121@gmail.com) or [cris.nayre@vsu.edu.ph](mailto:cris.nayre@vsu.edu.ph).

Thank you very much for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,

**CRIS JULIUS B. NAYRE**

Applicant