

**SHERYMAI L. CAAMIC**

Brgy. Tabu, Dulag, leyte

[shemyx21@gmail.com](mailto:shemyx21@gmail.com)

+63955-5072-400

January 19, 2023

**DR. EDGARDO E. TULIN**

President

Visayas State University

VISCA, Baybay City, Leyte

Thru:

**VICENTE A. GILOS**

Chief Librarian

Visayas State University

A pleasant day Sir:

I am writing to express my interest for the position of College Librarian I in your esteemed institution.

I am **Sherymai Caamic**, single and a resident of Dulag, Leyte. I earned my **Bachelor's degree in Library and Information Science** at **Leyte Normal University**.

I am a licensed librarian with 3 years of relevant experience in library profession. I have a viable experiences dealing with different kinds of clients that enable me to be advantageous in your institution. I will assure you that I will operate this with the proper mix of authority, diplomacy and tact.

I had a keen interest in books. Also, I like gathering, researching and generally, finding out as much information as I possibly can. I also possess a strong understanding of management, IT equipment and day-to-day running of a library. I believe that my motivation, commitment and pre-existing skills will allow me to fit into your work environment and immediately start supporting the needs of your institution.

Attached herewith is a certified true copy of my Transcript of Records and other necessary documents for your perusal.

I look forward to hearing from you. God bless!

Sincerely,

  
**SHERYMAI L. CAAMIC**  
Applicant