

August 1, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Dear Director Colis,

Greetings!

I am writing to show my interest in applying for the position of Administrative Assistant I (Bookbinder III). I am currently assigned in the University Learning Commons and I believe my edge as an applicant is I been working in the preservation and bindery section for 11 years. During this time, I gained a lot of experience learning the procedures and working with the materials used in bookbinding. I know how to cut and fold printed sheets to keep them in order while forming the pages of the book.

I have experience working with the glues, hand tools and machinery used in binding books. Additionally, I am also experienced in repairing damaged and worn books with the ability to produce the highest quality reproduction possible.

Should you be interested in my qualifications and experience as Bindery worker, please do not hesitate to contact me at my email rexpatonona1@gmail.com

Thank you and hoping for your positive response.

Sincerely,

Rex M. Patonona
Applicant