

May 25, 2022

HONEY SOFIA V. COLIS

OIC Director, ODHRM VSU

Baybay City, Leyte

Dear Ma'am:

I would like to propose my candidacy for your position of Librarian.

I am enthusiastically applying for the position because I firmly believe that a combination of my natural ability, personality, and work experience all make me an ideal candidate for this role. I possess a strong understanding of management, IT equipment, and a day-to-day running of a library. In my past position for over two years as a librarian in STI College Tacurong, I have gained insight into different levels of Library Management. I have been involved in the coordination of customer/ community service.

I am Hasmin A. Mama, a graduate of Bachelor of Library and Information Science at University of Southern Mindanao last June 08, 2019. As for my qualification I passed the librarian Licensure Examination last September 10-11 held at Davao City. And currently taking up my Master's degree in Library Information Science at Cor Jesu College, Digos City.

I consistently believe in taking challenges and exploring new, ingenious concept's to improve library efficiency. I pride myself on my organizational and communication abilities and look forward to continuing my career as a librarian.

I hope to discuss my eligibility for the role with you in the future.

Thanks for your time and consideration.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Hasmin A. Mama', with a stylized flourish at the end.

Hasmin A. Mama