

May 19, 2022

**HONEY SOFIA V. COLIS**

OIC Director of ODHRM  
VSU, Baybay City, Leyte

Dear Madam:

I am writing to express my intention of applying in the open position as College Librarian I. I am greatly interested to be part of the team that helps the library expand and meet the information demands of its patrons.

I've worked at academic and school libraries over my nine (9) years as a librarian. Working with different users has taught me the value of excellent customer service, which ensures that all users have equitable access to high-quality resources.

My professional approach, experience, and enthusiasm hopefully be beneficial in carrying out the responsibilities of the position. I look forward to the opportunity to further discuss the possibility of working for you.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'K. Varquez', written in a cursive style.

**Ms. Kimberly Kaye A. Varquez, RL**  
Applicant