

August 8, 2025

VICENTE A. GILOS

University Librarian
University Learning Commons (Library)
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

Warm Greetings!


I am writing to express my interest in the Book Binder position at your office. With my background in printing services and extensive experience in book binding, I believe I can contribute effectively to your office's needs.

In my previous work as a Printing Service Aid, I managed the printing of essential documents for the FCIC administration, including test papers. I have also specialized in book binding for narratives and thesis of graduating students, while likewise accepting work from outside clients. In addition, I performed t-shirt printing, book cover restoration and repairs, and lettering. These responsibilities strengthened my skills in accuracy, quality control, and customer service.

I am confident that my dedication, reliability, and technical skills make me a strong candidate for this role. I would be grateful for the opportunity to contribute to your institution and am available for an interview at your convenience.

You can contact me anytime at 09071151306 or send me an email at marinayalberto635@gmail.com. Thank you for considering my application. I look forward to the possibility of joining your team.

Sincerely yours,



ALBERTO S. MARINAY SR.
Applicant