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Vicente A. Gilos
Chief Librarian
University Leranang Commons (Library)
Visca, Baybay City, Leyte

Dear Mr. Gilos,

I am writing to express my interest in applying for the position of a college librarian as I was informed that your institution is looking for a hardworking employee. I have an excellent track record, which gives me confidence in my ability to take this position.

I am Christian Carlo L. Cañon 23 years old, I took up a Bachelor of Library and Information Science and graduated as Magna Cum Laude from Leyte Normal University. I also received some awards, including Academic Proficiency Awardee and Competence in Practicum Awardee. I gained pre-work experience at Leyte Normal University through on-the-job training, which helped me improve myself so that I could learn more while working in the library. Currently, I am working as a College Librarian at San Lorenzo Ruiz College of Ormoc started from October 2022 up to present.

As a BLIS graduate, I've become equipped with the necessary knowledge that is needed to work in your institution, including communication skills, leadership skills, organization skills, ICT skills and creativity also with my acquired experience as college librarian where my job description enriches me to grow and enhance the skills that I have at the same time acquire knowledge in terms of my responsibilities, specifically management in planning and administrative functions of library and information services, selection and acquisition of library resources, cataloging, organization and able to attend trainings and seminars. I believe that with these, I can give my full potential in fulfilling the qualities that your institution is looking. I believe that I can bring my knowledge, skills, and commitment excellence to your institution. You will find me a reliable person who has a professional, calm and honest approach to all work-related matters, additionally I firmly believe that with all my dedication to serve clients in the digital era and to work in the library especially in providing the information needs of the students will surely contribute something in achieving organizational goals.

For additional details regarding my qualification and expertise, please review my attached resume.

Thank you for taking the time reading this application and I look forward to hearing from you.

Sincerely,
CHRISTIAN CARLO L. CAÑON