

May 19, 2022

To:

HONEY SOFIA V. COLIS

OIC Director, ODHRM

VSU, Baybay City, Leyte

Dear Ma'am,

Good day!

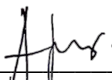
As a seasoned and experienced professional, I'm writing to express my interest in the Librarian position in your organization. I bring a long track record of achievement in this sector, as well as the qualifications needed to be successful in this position.

I bring a unique set of abilities and competencies to the table, which I have honed over the course of a long and fruitful career. While being skilled in communication, I have developed my student assisting and reference material skills. I've contributed to organizational changes, collaborative team efforts, and the achievement of major business targets in past roles.

As indicated in my attached resume, I possess the customer service, observation, and library instruction skills that you need in a new Librarian. I am delighted to discuss the potential of joining your organization.

Please do not hesitate to contact me if you require any additional information or qualifications. Thank you for taking the time to review my candidacy.

Sincerely,



APRIL JOY G. LOPEZ
Applicant