

August 4, 2023

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte

Good day!

I am excited to know that your institution is hiring a Librarian. I am greatly interested in applying for the position. I believe that I have the traits you're seeking for.

I am a graduate of a Bachelor of Library and Information Science appended with Office Administration Skills from Saint Paul University Surigao. I passed the Librarians Licensure Examination last September 2022. I believe that I am equipped with the needed skills and qualities required by this position. I can assure you that I am a hardworking person and I like to complete my tasks on time. I am very patient and I can also deal with different kinds of people.

In line with this, I can attest to the fact that I can dutifully carry on the job responsibilities of the mentioned position and you would never regret your decision of considering me for the position.

Thank you for investing your time in reading this letter.

Thank you.

Respectfully yours,

Mr. Eduardo Mejorada