

May 10, 2021

Honey Sofia V. Colis
OIC Director ODHRM
VSU, Baybay City, Leyte

Dear Ma'am:

Good day!

I would like to express my interest in applying for a position as a College Librarian I in your institution.

I graduated from Leyte Normal University last March 2016, with a Bachelor of Library and Information Science degree. Currently, I am working as a school librarian at Doña Remedios Trinidad Romualdez Medical Foundation, Inc., for more than 3 years.

In view of my professional qualifications and relevant trainings are on the basis of my self-assessments. I am convinced that towards the end of quality and functional education, I can be an effective instrument. In addition, I am willing to render my service with full dedication and much effort and diligence to fulfill my duties. Moreover, I am confident that I can be well trained through your guidance that will enhance my capabilities and other potentials.

I am looking forward that I will be given the chance to work in your institution. Thank you and God Bless!

Sincerely,


MA. KHYZMETTE JANE M. AVELINO
Applicant