

May 13, 2021

**HONEY SOFIA V. COLIS**

OIC Director ODHRM  
Visayas State University  
Baybay City, Leyte

Dear Ms.Colis,

Please accept my application for the position of being a College Librarian II in your respective office. I have read from the facebook private group "Simply Hired Librarian" that you are in need of a librarian. I am an excellent communicator with staff and clients alike and I believe my library experience and enthusiasm will be an asset.

I possess a strong understanding of management, and the day-to-day running of a library. In my current position as a College Librarian with a plantilla of being an Instructor 1 at Central Philippines State University – Hinoba-an Campus located here in the Municipality of Hinoba-an, Negros Occidental, I have gained an insight into the different levels of library management. I have been involved in staff recruitment, training, customer service and ensuring the overall running of the library is efficient and enjoyable for clients. Aside from being a librarian, I was given a chance to teach minor subjects in the said University.

I am dedicated and passionate about customer and community service. My current job has required a high standard of customer service skills. My qualifications and work experience have also provided me with excellent library and technological skills.

I pride myself on my organizational and management abilities and look forward to continuing my career in a customer service role. I also pride myself for being an ISO Extension Campus Internal Lead Auditor and a trained AACUP Accreditor in year 2018 and 2019. I do believe that my experiences and ideas as an internal lead ISO Auditor and trained AACUP Accreditor can help improve the services offered in the library. I will help the University by doing my best in everything I do.

Respectfully yours,

  
**MS. LYKA M. VILLANUEVA**  
Applicant