

May 10, 2021

DR. EDGARDO E. TULIN

President
Visayas State University
Pangasugan, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**
OIC, Director ODHRM
VSU, Baybay City, Leyte

Dear Dr. Tulin,

Greetings!

I would like to express my interest for the available **College Librarian II** position here in Visayas State University.

I obtained my Bachelor's Degree in Library and Information Science at Leyte Normal University, and I am currently pursuing the Master's Degree in Library and Information Science at Cebu Normal University where I just completed my academic courses and started working on thesis writing.

I am currently working here in Visayas State University as a College Librarian I, designated as Circulation Librarian. In my current position, I have gained insights into the different levels of library management. I highly possess a strong understanding of the library's daily management and handling different types of clients. Aside from being a Librarian, I was also appointed as deputy Document Records Controller in our department for ISO 9001:2015 Certification. I was able to manage my time while doing two functions at the same time, demonstrate my expertise, created Quality Manuals and helped the university passed the certification.

I am willing to take new challenges, explore a new environment and create new innovative concepts to efficiently perform my functions in the library. I am confident that my pertinent set of skills, my experience and education are fit for this job opportunity.

I am very excited about the possibility in making more contributions to our library and look forward to continuing my career as a librarian.

Thank you for your time and consideration.

Yours sincerely,


MARIEL E. LACAMBRA
Applicant