

May 11, 2021

**VICENTE A. GILOS**

Chief Librarian  
Office of the Chief Librarian  
Visayas State University  
ViSCA, Baybay City, Leyte

Dear Mr. Gilos:

A person with high respect for your institution and with an earnest desire to be associated with you seeks to work as a **Librarian**.

I have completed my Bachelor of Library and Information Science in the University of San Carlos and passed the Licensure Examination for Librarians last November 2012. I have been equipped and trained to become a competent person. I took up my Masters Degree at Cebu Normal University with **33 units**. I am currently connected in the University of Cebu-Main Campus as a Librarian, Technical Section for 5 years. I am familiar with **KOHA integrated library system** since we are using it in our University. In this field of work, it gives me a lot of opportunities to grow and develop my potentials. Certainly, I enjoy and find meaning in my work. Nevertheless, I wanted to take this opportunity to work in your good office seeing it as another venue where I could maximize my skills and potentials.

Enclosed herewith are my resume and other pertinent records for your further perusal.

Should you desire to consider me in any position available, I shall be pleased to see you at your office at your most convenient time for a personal interview. I can be reached through my email add [abrenicaidamae1222@gmail.com](mailto:abrenicaidamae1222@gmail.com) and mobile phone number **09429453235/09260615622**.

May you give merit to this application.

Thank you and more power!

Respectfully yours,

*Ida Mae Bordas Abrenica*

**Ida Mae Bordas Abrenica**  
Applicant