

May 11, 2021

HONEY SOFIA V. COLIS

OIC Director, ODHRM
Visayas State University
Baybay City, Leyte

Dear Madame COLIS:


Good Day!

I would like to propose my candidacy for your position of College Librarian I which was advertised in your website: jobs.vsu.edu.ph. As a skilled and educated professional librarian with one year and four months of work experience in school library services, I am prepared to significantly contribute to your library in this role. With my thriving history of assisting library users in research efforts, information retrieval, library instruction, cataloging and classification of books – along with my adaptability to change and excellent ability to communicate with faculty, administrators, and students of all ages—I am ready to extend my excellence with your university and provide effective and efficient service. I am enthusiastically applying for this position because I firmly believe that a combination of my natural ability, personality and work experience all make me an ideal candidate for this role.

My pertinent documents are attached herewith for your perusal. You may contact me through my mobile number, 09473456514 or through my email address: olibethjoy4595@gmail.com for clarifications and further instructions.

I am looking forward to hearing from you regarding my application. Thank you very much.

Sincerely,


OLIBETH JOY A. CASPE
Applicant