

August 7, 2025

**HONEY SOFIA V. COLIS**

Director, HRMD  
VSU, Baybay City, Leyte

Dear Director Colis,

Greetings!

I am writing this letter to show my interest in applying for Administrative Assistant I position Bookbinder III. I am assigned in the Bindery and Preservation Section in the University Learning Commons for 30 years. Over these years, I am fully aware and experienced of what a bookbinder job is. I know how to assess the condition of books and determine the best method for repair or binding. I know also how to use the machines and equipment used in binding materials. I have never done my job as binder with no quality and meet the clients' expectations.

My work has given me experience inability to work with a wide range of clients. I hope you find my qualifications adequate; I am willing to call for an interview at your most convenient time, you can reached me through my contact number 09125765052 or email [rommel.braga@vsu.edu.ph](mailto:rommel.braga@vsu.edu.ph)

Thank you and I hope for a positive response from you.

Sincerely,

**ROMMEL D. BRAGA**

Applicant