

May 12, 2021

**HONEY SOFIA V. COLIS**

OIC Director of ODHRM  
VSU, Baybay City, Leyte

Dear Madam:

I am writing to express my intention of applying in the open position for a Librarian. I am greatly interested to be part of the team that helps the library grow and meet the information needs of its users.

In my 8 years of being a librarian, I have worked in an academic and school library. Working with different patrons, I have come to understand how important customer service is, where every user is provided with equal access to quality resources.

My professional approach, experience, and enthusiasm hopefully be beneficial in carrying out the responsibilities of the position. I look forward to the opportunity to further discuss the possibility of working for you.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'K. Varquez', written in a cursive style.

**Ms. Kimberly Kaye A. Varquez, RL**  
Applicant