

January 19, 2023

VICENTE A. GILOS
Chief Librarian
Office of the Chief Librarian
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

Greetings!

I am applying in your good office as a College librarian. I have been working as a school librarian for almost 2 years at JE Mondejar Computer College and Assistant Librarian for almost 3 years, and recently I've been appointed as School Librarian at Saint Paul's School of Professional Studies

Doing library work is my passion, so I assure you that I have a good understanding of this role and what it entails. If I will be hired, I understand that I will give my full support as a librarian to ensure the smooth running of the library and deal with customers to help them locate the book and other research materials that they are looking for. I understand that part of being a librarian is ensuring that I will do the cataloging, classifying, entertaining patrons, etc. Pretty well, possessing a friendly personality, I assure you that I can work well with a team and at the same time show a high degree of approachability to my colleagues and clients.

If an interview is deemed necessary, I am willing to come at your most convenient time.

Sincerely yours,


IRISH V. FLORES
Applicant