

**MA. ELLUISA ABAJON MISA**

25, Female, Married

Brgy. 105 Suhi, Blk 5 Lot 28 St. Francis Village I, Tacloban City

mariaelluisa13@gmail.com

09066851805

August 3, 2023

**Honey Sofia V. Colis**

Director, HRMO

VSU, Baybay City, Leyte

Sir:

Greetings of Peace!

I am writing to express my interest knowing that the Visayas State University- Baybay Campus is need of a College Librarian I and I want to take part in applying for the said position in your institution.

I had earned my Bachelor of Library and Information Science (BLIS) degree in Leyte Normal University school year 2016-2017. In the same year, I had passed the Librarian Licensure Examination (LLE).

I believe that my six year's set of experience as a librarian makes me a strong candidate. I have gained insight in different level of library management and planning for the development of the library like selecting the age- appropriate materials for the students, including books, audio -visual materials and periodicals. Furnished information on library activities, facilities, services and rules and passed the library area of e-Recertification of Private Education Assistance Committee (PEAC) on April 6, 2021.

I am eager to speak more with you about this opportunity, and I hope you will consider me as Contract of Service (COS) Librarian in Medical Library. I believe my initiative, customer service skills, and dedication to library values would make me an asset to your team, and I look forward to hearing from you.

Respectfully,

  
**MA. ELLUISA ABAJON- MISA**

Applicant