

September 2, 2023

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Baybay City, Leyte

Dear Ma'am Colis,

Greetings!

Please accept this letter as a statement of my intention to apply for the position of College Librarian I at your prestigious institution, since it would represent an unmatched and inspiring opportunity for me. I obtained my bachelor's degree in Library and Information Science from Leyte Normal University and am at present in Cebu Normal University's taking my master's degree in Library and Information Science. I am adaptable, diligent, and committed to my work.

As a result of my six years as a librarian in two different institution, I think you'll find me to be a positive individual who appreciates the value of offering high-quality education. I have a range of skills and knowledge that make me a good fit for this position, including the following:

- Verbal and written communication.
- Technical and office software knowledge.
- Organization and time management abilities.
- Research skills.
- Desire to meet and serve the library's user community.
- Ability to think analytically and to develop new or revised systems, procedures, and work flow.
- Ability to exercise initiative and independent judgment.
- Knowledge of computers, the internet and any social media platform, social media content creation, infographics.

Anytime you find most convenient, I am willing to attend an interview.

You can contact me at the number and email provided in the documents I've included, which provide more information. I'm hoping you'll consider my application and respond favorably.

Thank you!

Sincerely,

MAEGAN LOU ALMANZOR

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