

05 July 2020

**Dear Sir/Madam:**

Greetings!

I am writing to express my interest in the Librarian position that is currently available in your institution.

My passion for being a librarian is equally matched by my experience in it, and I am confident that I can help your institution meet any challenges it faces in the future. With a BS degree in Secondary Education major in Library Science at the University of Saint Anthony and a Librarian's board passer, I have a full understanding of the full life cycle of operating and organizing the library. I already earned 33 units in Master in Library & Information Science.

The attached resume will provide a more complete overview of my accomplishments. However what it may not show is that I am a self-motivated individual, who is able to perform well under pressure.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

**Sincerely yours,**

**MARIA SHIELA F. MERCADO**

Applicant

Mobile number: 3422-7889