**LIBRARY ASSISTANT COVER LETTER**

Dear Mr. Greene,

As a library assistant, I have a solid understanding of the daily operations of a library. My extensive experience working in various sizes of libraries combined with my friendly attitude and exceptional customer service skills make me a perfect candidate for the library assistant job at Johnson Public Library. Utilizing my expertise, I believe I will be a valuable addition to your team.

My core competencies include a demonstrated ability to perform clerical, computerized, and manual library tasks while continually exploring new concepts to improve library efficiency and enhance patron experiences. Also, I am highly proficient with automated library systems, including issuing library cards, assisting patrons with locating library materials, and re-shelving library materials.

I have exceptional interpersonal and communication skills, which are essential for helping patrons utilize library services. My solid background of operating various office equipment includes computers, photocopiers, self-check machines, and relevant automated tools.

My resume is attached for your review, along with contact details. I hope to hear from you soon to schedule an interview.

Thank you for your time and consideration.

Sincerely,

Sally Mark