**LIBRARY ASSISTANT COVER LETTER**

Dear Ms. Perez,

Upon review of your posting for a Library Assistant, I was eager to submit the enclosed resume for your review. As a skilled and enthusiastic professional with more than 5 years of experience in library services, I feel confident of my ability to exceed your expectations for this role.

My background in supporting a broad range of library responsibilities and public services prepares me to substantially impact your organization. With my successful history of assisting library users in research efforts, information acquisition, and materials location—along with my superior ability to provide comprehensive support to library management staff—I am ready to extend my record of excellence with your library.

Highlights of my experience include the following:

* Offering key support in various library operational areas such as reference desk support, circulation, cataloguing, interlibrary loans, bibliographic support, correspondence, and issue resolution.
* Utilizing advanced information technology resources including internal / external databases, digital libraries, remote-access information sources, and the Internet to facilitate library user research, data acquisition, and materials location.
* Organized, analytical, and personable with an outstanding reputation for excellent team collaboration.
* Demonstrating a lifelong love of reading; Associate degree in Information Services and a Bachelor of Arts Degree in English Literature.

With my solid knowledge of library services and support, combined with my passion for the wealth of information and learning potential that libraries have to offer, I am positioned to significantly benefit your team. I look forward to discussing my qualifications in more detail.

Thank you for your consideration.

Sincerely,

Stephen R. Cochran