**LIBRARY ASSISTANT COVER LETTER**

Nolan Santana

City, State, Zip Code

Home: 000-000-0000

Cell: 000-000-0000

email@email.com

Dear Ms. Rivera,

I would like to submit my resume for consideration as your Library Assistant. I saw the ad in a weekly circular and thought my education high level of organizational skill and a detailed knowledge of the library system is demonstrative of the potential I bring to any environment.

For the last three years I have worked at the Palermo Public Library at the University Name. Before this I was with Walton Publications for seven years. This decade of experience in recordkeeping has been instrumental in not merely developing my library assistant acumen. It has also reinforced my love for reading the printed word something I promote in others on a daily basis. In fact my greatest achievement over this period is working closing with local school boards on programs that bring students into the library to explore the adventure and educational opportunities that come with reading. I am a proud bookworm and studied in a myriad of literary works. I am personable and patience excellent traits for dealing with a variety of personalities in a public facility.

I would appreciate the opportunity to come in and discuss your Library Assistant position in further detail. My resume shows I have the skill. A one-on-one conversation will show I have the attitude and enthusiasm you want.

Sincerely,

Nolan Santana