**LIBRARY ASSISTANT COVER LETTER**

Dear Ms. Gonzalez,

I recently noticed your call for a Library Assistant for your library. As an experienced Library Assistant and one who has made many visits to Attica Township Library, I enthusiastically submit my qualifications for consideration.

I have worked the past four years as a Library Assistant at Britton Branch Library. In this time, I have had a large number of responsibilities to include: organizing and sorting books, determining book collections, issuing books, record keeping, inputting new inventory in computer system, and issuing/updating library memberships. These duties required excellent interpersonal skills, ability to prioritize and organize, and a dedication to learning and research. I have all of these to offer, as well as an enthusiasm for the quest for knowledge.

If you find that these skills and experience match your needs for this position, I would love to tell you more about what I have to offer your library. Please contact me at (555)-555-5555 and we can arrange a time to do this. Thanks so much for considering me, and please do not hesitate to contact me for any questions about my resume and background.

Sincerely,

Pamela Martin

Pamela Martin(signature)