**LETTER TEMPLATE**

**LIBRARY ASSISTANT COVER LETTER**

**[Your Name]**

**[Library Assistant]**

**[Mailing Address]**

**[Phone Number]**

**[Email Address]**

**[LinkedIn]**

**[Date]**

**[HR Director’s Name]**

**[Title]**

**[Library Name]**

**[Mailing Address]**

Dear **[HR Director Name],**

I’m writing to apply to the school library assistant position at Wender High School. I’ve toured your library, and I’m impressed with the time and effort you’ve put into creating a useful and comfortable space for your students.

I found the job ad on the school’s website, and I’m particularly excited about the role requirements you list. You need a library assistant skilled in DPLA, teaching students how to use digital tools, and tools like Weava and Bookshare. Here’s how I fit:

* DPLA. Used DPLA system system daily for 2 years.
* Digital tools. Trained 250+ students in use of tools like Citlighter and Skybrary.
* Efficiency. Commended by librarian at MSAD 47 for book return speed.

**[HR Director Name],** I look forward to talking to you about how my customer service skills and deep patience can help with Wender High’s mission to create a dynamic and supportive learning community.

Best regards,

**[Your Name],** Library Assistant

**[Phone Number]**

**[Email]**