(Manager’s Name)

**HR Manager**

**Company Name**

**Company Address**

Date

Dear Mr. /Mrs. /Ms. (Manager’s Name)

I would like to propose my candidacy for your position of Librarian which was advertised in the website’s name Website.

I am enthusiastically applying for this position because I firmly believe that a combination of my natural ability, personality and work experience all make me an ideal candidate for this role. I possess a strong understanding of management, IT equipment and the day-to-day running of a library. In my current position as a Librarian Intern with Oak View Public Library, I have gained an insight into the different levels of library management. I have been involved in coordination of children’s library operations and customer/community service.

I consistently believe in taking challenges and exploring new, ingenious concepts to improve library efficiency. I have also worked as a Library Volunteer at Buffalo Library. Both of my previous jobs have required a high standard of customer service skills.

I pride myself on my organizational and communication abilities and look forward to continuing my career as a Librarian. I hope to discuss my eligibility for the role with you in the future.

Thanks for your time and consideration.

Sincerely,

**Name**

**Address**

**T: Phone number**

**E: email address**