**Librarian Cover Letter Sample**

Eric B. Porter

Librarian Assistant

2451 Maud Street

Philadelphia, PA 19103  
  
July 3, 20XX  
  
Lorene Chapman

Library Director

Philadelphia Public Library

4027 Argonne Street

Philadelphia, PA 19108

Dear Lorene,  
  
Having been a librarian assistant at the Drexel University Campus Library, I’m quite fond of working amidst the stacks. When I saw your Indeed posting for a librarian at the Philadelphia Public Library, it immediately excited me. Though I love assisting college students and other older visitors with their requests, I would love to use my natural enthusiasm for books to inspire the general public and younger children, which this job would allow me to do.

As a library assistant, I’ve had the opportunity to chalk up several successes during my 2+ years at the Drexel University Campus Library. These include:

* Earned the Library Instruction Section Innovation Award in 2018 from the American Library Association (ALA) Association of College & Research Libraries (ACRL).
* Digitized over 2,000 items from the backlog in the microfilm collection.
* Overhauled the “Friends of Drexel Library” website, increasing readership by 35%.

As I hope my award and achievements show, I love working around books. I enjoy helping others enjoy their books, and I take great pride in my friendly personality and helpful character. I know I would be a great fit at the Philadelphia Public Library because I would bring these same traits with me.

If you would kindly take the time, I’d be happy to discuss in more detail how I can be the ideal candidate for the librarian job position.

Sincerely,

Eric B. Porter