**Librarian Cover Letter Template**

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October 4, 20XX

Ms. Tamara Fields  
Director of Human Resources  
ABC School District  
55 Apple St.  
Some town, MN 55555

Dear Ms. Fields:

The middle school librarian opening advertised on Monster is an excellent match to my qualifications.

For the past 5 years, I have worked as a children’s librarian for Sometown Public Library, where I have made it my mission to empower children, adolescents and teens to be critical thinkers, enthusiastic readers, skilled researchers and ethical users of information. In this role, I have earned a reputation as a “trailblazer” in launching new or expanding existing programs, services and resources. Examples include:

* Collections Development: My recent efforts have been focused on broadening the diversity of the library’s youth fiction titles to emphasize the importance of literacy for children of all linguistic and cultural backgrounds. I expanded works by African American, Latin American, Asian American and Muslim American authors, which resulted in the library winning the prestigious “American Library Association Diversity Award” and an accompanying $5,000 grant for further collections development.
* Digital Technologies: I helped create and launch the library’s new mobile app for smartphone devices, allowing fast and easy lending renewal. I was also instrumental in developing the library’s new digital collection, providing users with the ability to instantly download hundreds of book and movie titles to their e-readers (Nook or Kindle) during the 2-week borrowing period.
* Literacy Program: I introduced a bilingual literacy program for children and families that has tripled in attendance since its launch 3 years ago to a total of 350 enrolled participants.

Dedicated to continuing professional development, my credentials include a master of library science (MLS), a BA in education and licensure as a state-certified Library Media Specialist.

I am passionate about instilling a love of reading and learning within all library patrons. If you agree that my background is well suited to your needs, please contact me at (555) 555-5555 or email wd@somedomain.com to schedule a meeting.

Thank you for your time, and I look forward to hearing from you.

Sincerely,

William DeSoto  
Enclosure: Résumé