Dear Ms. Rogers:

Upon review of your posting for a Librarian, I hastened to submit the enclosed resume for your review. As a skilled and educated professional with more than 11 years of experience in library services, I feel confident of my ability to exceed your expectations for this role.

My background in supporting a broad range of library responsibilities and public services prepares me to substantially impact your organization. With my successful history of assisting library users in research efforts, information acquisition, and materials location—along with my superior interpersonal and organization skills—I am ready to extend my record of excellence with Ridley Point Public Library.

Highlights of my experience include the following:

Earning an MSLS degree in 20XX from the University of Washington.

Providing comprehensive support in various library service areas such as reference desk support, circulation, collection development, interlibrary loans, bibliographic support, and library instruction.

Utilizing advanced information technology resources including internal / external databases, digital libraries, remote-access information sources, and the Internet to facilitate library user research, data acquisition, and materials location.

Organized, analytical, and personable with an outstanding reputation for excellent team collaboration and leadership.

With my solid knowledge of library services and support, combined with my passion for the wealth of information and learning potential that libraries have to offer, I am positioned to significantly benefit your team. I look forward to discussing my qualifications in more detail.

Thank you for your consideration.

Sincerely,

Belinda T. Ingram