**Louisa Applicant**

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December 15, 20XX

Sonja Lee

Director, Human Resources

Acme Academy

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

I read with great interest you’re posting for a chief librarian at Acme Academy as listed on privateschooljobs.com. I know that my years of experience as an academic librarian and my success developing forward-thinking library projects make me an ideal candidate for this position.

I have over 10 years of experience working as an academic librarian. In my years of experience, I have developed various techniques for best explaining and instilling research skills in students. I have even developed and taught a well-received research course for first-year college students, which would translate well into an upper-level high-school course.

You state in your listing that you want a chief librarian who can adapt the library to today’s technology-driven culture. I am very comfortable with implementing e-technology in a library setting. I even helped develop a streamlined library website at Smalltown Community College, which allowed students to more easily access the college’s online resources. I would love the opportunity to develop similar tools for Acme Academy’s library.

I am confident that my extensive experience makes me a strong candidate for chief librarian at Acme Academy. I have enclosed my resume and other required materials for your review. I look forward to speaking with you further about what I may offer your school. Thank you so much for your time and consideration.

Best,

Signature (hard copy letter)

Louisa Applicant