Jack Luggit

232 Flavor Street

Blacktown, BA 45320

222 343 3451

Jackluggit245@gmail.com

April 5, 20XX

Renee Mark

Human Resources Manager

Bright school Academy

113 Riverside Lane

Campcity, CA 30021

Dear Mrs. Mark,

I was excited to find an advert for a school librarian on your website. I’m a skilled librarian with experience in school library services for over 13 years.

My background education in library studies and success in assuming the responsibilities of a school librarian for years make me the best candidate to take over the role of a librarian in your school. Besides I’ve been successful in assisting students in research, locating materials and acquiring information. Finally, I've got strong organizational and interpersonal skills.

Remarkable achievements in my Librarian career include;

• Digitization of library services. I was instrumental in the digitization of library services at St Georges High school, making access to books and other literacy materials fast and convenient.

• Implementation of advanced information and technology resources at Junta Academy including both external and internal databases, remote access of information and digital libraries to facilitate easy access to information.

• Development of the interlibrary loan service and reference desk support at St Georges High School.

With a solid knowledge of implementation and management of library services in several schools and a deep passion for helping students in their pursuit of knowledge, I believe your institution stands to benefit significantly from my knowledge, skills, and experience.

I look forward to a chance to discuss further what I Can offer to your school.

I’m thanking you for your consideration.

Sincerely,

[Signature]

Jack Luggit

Enclosure: Resume and testimonials