

LIBRARIAN COVER LETTER

your.name@gmail.com | (XXX) XXX-XXXX | 142 Your Address Blvd, City Name, CA XXXXX

[Today’s Date]

[Hiring Manager’s Name]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager’s Name],

I would like to propose my candidacy for your position of Librarian, which is advertised on (Website).

I am enthusiastically applying for this position because I firmly believe that a combination of my natural ability, personality, and work experience all make me an ideal candidate for this role. I possess a strong understanding of management, IT equipment, and the day-to-day running of a library. In my current position as a Librarian Intern with Oak View Public Library, I have gained insight into the different levels of library management. I have been involved in the coordination of children’s library operations and customer/community service.

I consistently believe in taking challenges and exploring new, ingenious concepts to improve library efficiency. I have also worked as a Library Volunteer at Buffalo Library. Both of my previous jobs have required a high standard of customer service skills.

I pride myself on my organizational and communication abilities and look forward to continuing my career as a Librarian. I hope to discuss my eligibility for the role with you in the future.

Thanks for your time and consideration.

Sincerely,

[Name]