**LIBRARIAN COVER LETTER**

**[Date]**

Dear Ms. Haddington,

I am writing to convey my interest in becoming a Librarian for your library. With a skill set that is well-rounded coupled with experience and enthusiasm for the job, I believe that I am the ideal candidate for the job.

ABC Library has always been a landmark in the community and has always been the foundation to my learning. I would be honored to have the opportunity to be a part of the growth of the library and to impart upon the same solid foundations of learning for the future generations to come.

When it comes to experience as a librarian, I have served as a librarian in the DEF Public Library and have nothing but compliments to say about the work carried out. From acquisitions to scheduling to implementing policy and training new hires, I have thoroughly enjoyed every aspect of the job especially when interacting with patrons and customers of the library.

One of the projects that I take pride in was the children program that I took charge over. During my time, attendance for the children’s program increased by over 40% with an increased overall visit of at least 20%.

Working with a diverse community has helped me appreciate culture and has created a passion within me to help grow ABC Library to be an open access library to all those that value the legacy of the library.

I am enthusiastic to represent the library as part of the community and to help improve a stronger system. I am eager to discuss further about this opportunity in hope to be considered for the position. I look forward to hearing from you and am available for an interview at your convenience.

Sincerely,

[Your Name]