

**[Your Full Name]**

[Your Address]

[Phone Number] | [Email Address]

[LinkedIn/Portfolio URL]

[Date]

[Hiring Manager Name/Search Committee Chair]

[Department Name, e.g., University Libraries]

[Institution Name]

[Institution Address]

Dear [Name or Search Committee],

I am writing to express my enthusiastic interest in the **Digital Asset Specialist** position at [Institution Name], as advertised on [Platform]. With my background in [Your Degree, e.g., MLIS] and specialized experience in digital preservation and metadata standards, I am eager to contribute to the stewardship of [Institution Name]'s scholarly and archival collections.

In my previous role at [Previous Institution], I managed large-scale digitization workflows and oversaw the lifecycle of diverse digital objects. I am proficient in utilizing repository platforms such as [e.g., DSpace, Islandora, or Hyrax] and applying metadata schemas including [e.g., Dublin Core, MODS, or METS]. My technical expertise is balanced by a commitment to the **FAIR principles**-ensuring that institutional assets remain findable, accessible, interoperable, and reusable for the academic community.

I am particularly drawn to [Institution Name]'s recent initiatives in [mention a specific project or collection]. My experience in [specific skill, e.g., Python scripting for data cleanup or digital forensics] aligns with your department's goals of modernizing archival access. I thrive in collaborative environments, working closely with faculty and IT departments to bridge the gap between complex digital infrastructure and user-centric discovery.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my technical skills and passion for digital scholarship can support the mission of [Institution Name] Libraries.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]