

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/Portfolio URL]  
[City, State, Zip Code]

[Date]

[Hiring Manager Name]  
[Title]  
[Institution/Library Name]  
[Department]  
[Street Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the [Specific Job Title] position at [Institution Name], as advertised on [Where you saw the posting]. With a background in [Number] years of library operations and a specialized focus on digital asset lifecycles, I am eager to contribute to the preservation and accessibility of your institution's digital collections.

In my previous role at [Previous Institution], I managed [Specific Type of Digital Content, e.g., e-resource licensing, institutional repositories, or digitized archives]. I successfully streamlined operations by [mention a specific achievement, such as implementing a new CMS, improving metadata standards, or increasing digital circulation]. I am proficient in utilizing [mention specific software/tools like Alma, DSpace, CONTENTdm, or Python] to automate workflows and ensure data integrity across various platforms.

My approach to digital content management centers on the intersection of technical precision and user-centric service. I am particularly drawn to [Institution Name]'s commitment to [mention a specific project or value of the library], and I am confident that my experience in [mention a skill like troubleshooting, vendor relations, or copyright compliance] aligns perfectly with the goals of your digital initiatives team.

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

Sincerely,

[Your Signature]

[Your Typed Name]