

**[Your Full Name]**

[Your Address]

[Phone Number] | [Email Address]

[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]

[Title]

[Organization/Library Name]

[Department]

[Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the [Position Title] role at [Organization Name]. With a Master of Library and Information Science (MLIS) and [Number] years of experience managing digital assets and information architecture, I am eager to apply my expertise in content strategy and taxonomies to enhance your institution's information ecosystem.

In my previous role at [Current/Previous Institution], I spearheaded a content lifecycle project that improved [specific metric, e.g., user accessibility or metadata accuracy] by [percentage]. I specialize in bridging the gap between technical infrastructure and user-centric discovery. My approach integrates library science principles—such as controlled vocabularies and preservation standards—with modern content strategy frameworks to ensure information remains findable, authoritative, and sustainable.

Your current initiative regarding [mention a specific project or value of the organization] aligns perfectly with my professional background in [mention a specific skill, e.g., digital curation, UX research, or CMS management]. I am confident that my ability to synthesize complex data sets into actionable content hierarchies will support [Organization Name]'s mission to provide seamless access to information for [target audience].

I look forward to the possibility of discussing how my background in information science and strategic content management can contribute to the continued success of your team. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]