

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

[Date]

[Hiring Manager Name]
[Title, e.g., Director of Library Services]
[Library System Name]
[Address]
[City, State, Zip Code]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my interest in the **[Job Title, e.g., Digital Information Management Librarian]** position at **[Library System Name]**, as advertised on **[Platform/Website]**. With my background in **[Your Degree, e.g., MLIS]** and my technical expertise in digital archiving and metadata standards, I am eager to help modernize and preserve your institution's digital assets. During my previous tenure at **[Previous Institution]**, I managed **[Type of Digital Collection]**, where I implemented **[Specific Software or System, e.g., Islandora, DSpace, or ContentDM]**. My primary focus was on improving discoverability through **[Specific Metadata Standard, e.g., Dublin Core or MARC21]** and ensuring long-term accessibility for our community members. I successfully led a project that **[Briefly mention a specific achievement, e.g., digitized 5,000 local history records or reduced database errors by 30%]**. I am particularly drawn to **[Library System Name]** because of your recent initiative in **[Specific Library Project or Value, e.g., expanding digital equity or community archiving]**. I am confident that my skills in digital curation, user-centric database management, and troubleshooting complex technical workflows will contribute significantly to your team's success. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience in digital information management can support the evolving needs of **[Library System Name]**.

Sincerely,

[Your Signature]

[Your Printed Name]