

[Your Full Name]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the **[Job Title]** position at **[Company Name]**. As a professional Research Librarian with **[Number]** years of experience in information architecture and data synthesis, I am eager to transition my expertise into content strategy to help **[Company Name]** optimize its digital ecosystem and user engagement.

Throughout my career in library science, I have mastered the art of organizing complex information for maximum accessibility. My background aligns with the core pillars of content strategy through:

- **Information Architecture:** Experience in taxonomy development and metadata standards that ensure content is discoverable and scalable.
- **User-Centric Research:** A proven track record of analyzing user behavior and information needs to deliver targeted, high-value resources.
- **Content Governance:** Managing large-scale digital collections with a focus on lifecycle management, accuracy, and editorial integrity.
- **Data Synthesis:** The ability to transform raw research into actionable insights for **[Target Audience/Stakeholders]**.

I am particularly drawn to **[Company Name]** because of **[Specific Project or Company Value]**. I am confident that my analytical mindset and structured approach to information will allow me to contribute immediately to your team's content objectives.

Thank you for your time and consideration. I look forward to discussing how my background in information science can support the growth of your content initiatives.

Sincerely,

[Your Signature]  
[Your Printed Name]