

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Date]

[Hiring Manager Name]

[Title, e.g., Head of Access Services]

[Academic Department/Library Name]

[University/College Name]

[Institution Address]

Dear [Hiring Manager Name or Search Committee],

I am writing to formally express my interest in the [Job Title] position at [University Library Name], as advertised on [Where you saw the ad]. With a strong background in [Relevant Skill/Previous Role] and a commitment to supporting the academic success of students and faculty, I am confident in my ability to contribute effectively to your library team.

In my previous experience at [Previous Institution/Organization], I developed proficiency in [Specific Library Task, e.g., ILS software, circulation, or collection maintenance]. I am particularly drawn to this role at [University Name] because of your library's reputation for [Specific Library Initiative or Value]. I am adept at assisting patrons with research inquiries, managing digital resources, and maintaining an organized, welcoming environment conducive to scholarly study.

Furthermore, my attention to detail and strong communication skills allow me to handle complex administrative tasks while providing excellent customer service. I am eager to bring my technical skills in [Software/Tool Name] and my passion for information literacy to the [Specific Department Name] team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my qualifications align with the needs of [University Library Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]