

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

[Date]

[Hiring Manager Name]
[Title]
[Library or Institution Name]
[Department Name]
[Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the **Archival Assistant** position at [Library/Institution Name], as advertised on [Where you saw the posting]. With a strong background in [Your Field of Study] and a dedicated interest in historical preservation and information science, I am eager to contribute to the stewardship of your collections.

In my previous experience at [Previous Institution or Project], I developed a keen eye for detail while [mention a specific task, e.g., processing manuscripts, digitizing records, or creating finding aids]. I am proficient in [mention specific software or standards, e.g., Archivists' Toolkit, ArchivesSpace, DACS, or Dublin Core] and understand the critical importance of maintaining institutional integrity and accessibility for researchers.

What draws me to [Library/Institution Name] specifically is your recent work with [mention a specific collection or initiative]. I am particularly impressed by your commitment to [mention an institutional value, e.g., community outreach or digital preservation]. I am confident that my methodical approach to organization and my respect for primary source materials would make me a valuable asset to your archival team.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my skills align with the needs of [Library/Institution Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]