

[Your Full Name]
[Your Address]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Library Name]
[Library Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Children's Services Library Assistant position at [Library Name], as advertised on [Platform where job was found]. With my background in [relevant experience or education] and a genuine passion for early childhood literacy and community engagement, I am eager to contribute to your youth services team.

In my previous role at [Previous Organization], I developed strong skills in [skill 1, e.g., storytelling or program planning] and [skill 2, e.g., customer service or collection organization]. I am particularly drawn to [Library Name] because of your commitment to [mention a specific library program or value], and I am confident that my ability to engage with children and caregivers will help maintain the welcoming environment of your children's department.

I am proficient in [mention specific library software or technical skills] and possess the organizational skills necessary to manage circulation tasks, shelf maintenance, and craft preparation. My approach to library service is centered on patience, creativity, and the belief that every child should feel empowered in their local library.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills in children's programming and public service can benefit the [Library Name] community.

Sincerely,

[Your Signature]

[Your Printed Name]