

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile/Portfolio Address]

[Date]

[Hiring Manager Name]

[Library Name]

[Library Address]

Dear [Hiring Manager Name or "Search Committee"],

I am writing to express my interest in the [Job Title] position at [Library Name], as advertised on [Platform/Website]. With my background in [Previous Experience Type] and my passion for providing high-quality public service, I am confident in my ability to support your circulation desk operations and serve your diverse patron community.

In my previous role at [Previous Workplace], I developed strong skills in [Skill 1: e.g., customer service/database management]. I am comfortable managing high-volume transactions, resolving account discrepancies, and assisting patrons with [Specific Task: e.g., technology troubleshooting/locating resources]. My experience with [Specific ILS/Software Name or "Integrated Library Systems"] ensures that I can quickly adapt to your library's circulation workflows.

I am particularly drawn to [Library Name] because of its commitment to [Specific Library Value or Program]. I am an organized, detail-oriented individual who excels at maintaining a welcoming environment while accurately processing materials. I look forward to the possibility of contributing to your team's success in promoting literacy and information access.

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

Sincerely,

[Your Signature]

[Your Typed Name]