

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Library/Institution Name]
[Department Address]
[City, State, Zip Code]

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

I am writing to express my enthusiastic interest in the Digital Resources Library Assistant position at *[Institution Name]*, as advertised on *[Where you saw the posting]*. With my background in *[Relevant Degree or Experience]* and my technical proficiency in managing electronic collections, I am confident in my ability to support your library's digital initiatives.

In my previous role at *[Previous Organization]*, I developed a strong foundation in metadata standards and the maintenance of digital repositories. I am particularly skilled in *[Specific Skill, e.g., troubleshooting proxy servers, managing OAI-PMH harvests, or cataloging digital assets]*. My experience ensures that patrons have seamless, 24/7 access to critical electronic resources while maintaining high data integrity within the Integrated Library System (ILS).

What draws me to *[Institution Name]* is your commitment to *[Specific Library Value or Project]*. I am eager to bring my attention to detail and my passion for information accessibility to your team. I am adept at collaborating with both technical staff and public services to resolve access issues and improve the overall user experience.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills in digital resource management can contribute to the continued success of *[Institution Name]*.

Sincerely,

[Your Signature]
[Your Printed Name]