

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

[Date]

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

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the Entry Level Library Assistant position at [Library Name], as advertised on [Where you saw the posting]. As a dedicated advocate for community literacy and organized information systems, I am eager to contribute to your team's mission of providing accessible resources to the public.

Although I am beginning my career in library services, I bring a strong foundation in [mention a relevant skill, e.g., customer service, data entry, or organization]. During my previous experience at [Previous Company or School], I developed a keen eye for detail while managing [Task, e.g., inventory or filing systems]. I am comfortable assisting patrons with technology, navigating digital databases, and maintaining the physical order of a collection.

What draws me to [Library Name] specifically is your commitment to [mention a specific library program or value]. I am a quick learner who is excited to master the Integrated Library System (ILS) and contribute to a welcoming environment for all visitors. I am highly organized, dependable, and ready to support the daily operational needs of your branch.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills and passion for library service can benefit your team.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]