

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

[Date]

[Hiring Manager Name]
[Title, e.g., Director of Library Services]
[Medical Institution/University Name]
[Department Name]
[Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my strong interest in the Medical Library Assistant position at [Institution Name], as advertised on [Platform where job was found]. With a background in [Your Field/Degree] and a commitment to supporting healthcare professionals through meticulous information management, I am eager to contribute to your team.

During my previous experience at [Previous Organization/Library], I developed proficiency in [Specific Skill, e.g., cataloging, interlibrary loans, or database navigation]. I understand the critical nature of timely and accurate medical information and have experience assisting patrons with [Specific Task, e.g., PubMed searches or managing digital repositories]. My attention to detail ensures that resource collections remain organized and accessible for clinical and academic staff.

I am particularly drawn to [Institution Name] because of your reputation for [Specific Project or Institutional Value]. I am confident that my technical skills in [mention specific software or ILS like Alma or MeSH] and my dedication to high-quality patron service align with the needs of your library.

Thank you for your time and consideration. I look forward to the possibility of discussing how my qualifications can support the medical community at [Institution Name].

Sincerely,

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