

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your Address/LinkedIn Profile]

[Date]

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

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

I am writing to express my interest in the Part-Time Library Assistant position at [Library Name], as advertised on [Where you saw the ad]. With a strong background in [Customer Service/Administration/Education] and a deep appreciation for the vital role libraries play in the community, I am eager to contribute to your team.

In my previous experience as [Previous Job Title], I developed strong skills in [Skill 1, e.g., organization], [Skill 2, e.g., digital literacy], and [Skill 3, e.g., public interaction]. I am comfortable assisting patrons with [Specific Task, e.g., circulation technology or research queries] and maintaining the meticulous order required for collection management. My schedule is flexible, and I am available to work the [Evening/Weekend/Specific Shift] shifts required for this role.

I admire [Library Name]'s commitment to [Specific Library Program or Value], and I am enthusiastic about the opportunity to support your staff and patrons. I am confident that my attention to detail and friendly demeanor will make me an asset to your environment.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills align with the needs of [Library Name].

Sincerely,

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