

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

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Public Library Assistant position at [Library Name], as advertised on [Where You Saw the Ad]. With a strong background in [Your Key Skill, e.g., Customer Service/Administrative Support] and a lifelong appreciation for the role libraries play in the community, I am eager to contribute to your team.

During my previous experience at [Previous Company/Organization], I developed proficiency in [Skill 1] and [Skill 2]. I am particularly skilled at assisting diverse populations with information requests and am comfortable utilizing [Specific Software or Integrated Library Systems]. I understand that a Library Assistant must balance technical tasks like circulation and shelving with a welcoming, helpful attitude toward patrons.

I am impressed by [Library Name]'s commitment to [Specific Library Program or Value], and I am confident that my organizational skills and dedication to public service would make me an asset to your branch.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can support the daily operations of [Library Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]