

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Reference Department Library Assistant position at [Library Name], as advertised on [Where you saw the job post]. With a strong background in [Your relevant background/education] and a dedication to public service, I am eager to contribute to your reference team.

In my previous experience at [Previous Company/Library], I developed proficiency in [Specific Skill, e.g., navigating electronic databases or cataloging systems]. I am comfortable assisting patrons with complex research inquiries, providing technical support for library resources, and maintaining the organized flow of the reference collection.

I am particularly drawn to [Library Name] because of your commitment to [Specific library initiative or community service]. I am confident that my interpersonal skills and attention to detail will allow me to provide the high level of service your patrons expect.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills can support the goals of the Reference Department.

Sincerely,

[Your Signature]
[Your Printed Name]