

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

[Date]

[Hiring Manager Name]
[School Name]
[School Address]

Dear [Hiring Manager Name/Principal],

I am writing to express my interest in the School Library Assistant position at [School Name] as advertised on [Platform where job was found]. With my background in [relevant experience or education] and a strong passion for fostering literacy and supporting student learning, I am eager to contribute to your school's library media center.

During my previous experience at [Previous Organization/School], I developed skills in [Skill 1: e.g., cataloging/organization], [Skill 2: e.g., student supervision], and [Skill 3: e.g., digital resource management]. I am comfortable assisting students with research inquiries, maintaining an orderly collection, and promoting a welcoming environment for both individual study and group activities.

I am particularly drawn to [School Name] because of your commitment to [mention a specific school value or program]. I am confident that my attention to detail and my ability to engage with diverse student populations will make me a valuable asset to your team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can benefit the library programs at [School Name].

Sincerely,

[Your Signature]

[Your Printed Name]