

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

[Date]

[Hiring Manager Name]
[Title, e.g., Head of Special Collections]
[Library/Institution Name]
[Institution Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Special Collections Library Assistant position at [Institution Name], as advertised via [Source of Advertisement]. With a background in [Your Field of Study/Experience] and a dedicated interest in the preservation and accessibility of rare materials, I am eager to contribute to your team.

In my previous experience at [Previous Relevant Employer or Volunteer Site], I developed a strong foundation in [Specific Skill, e.g., archival processing, metadata entry, or primary source research]. I am well-versed in the delicate handling requirements of [Specific Formats, e.g., manuscripts, rare books, or ephemera] and understand the importance of maintaining strict environmental and security protocols within a closed-stacks environment.

I am particularly drawn to [Institution Name] because of your recent work with [Mention a specific collection or initiative]. I am confident that my attention to detail, commitment to patron service, and technical proficiency with [Specific Library Software/Systems] will allow me to provide high-level support for both back-end technical services and front-end researcher assistance.

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 the Special Collections department.

Sincerely,

[Your Printed Name]