

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

[Date]

[Hiring Manager Name]
[Title, e.g., Head of Technical Services]
[Library/Institution Name]
[Department Address]

RE: Application for Technical Services Library Assistant - [Job ID/Reference Number]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the Technical Services Library Assistant position at [Library Name], as advertised on [Where you saw the posting]. With my background in [mention 1-2 key skills, e.g., bibliographic data entry, physical processing, or database maintenance], I am eager to contribute to the efficiency of your library's backend operations.

During my previous experience at [Current/Previous Employer], I developed a strong proficiency in [Technical Skill 1, e.g., Integrated Library Systems (ILS) like Alma/Koh/Sierra] and [Technical Skill 2, e.g., MARC21/RDA standards]. I successfully managed [Specific Task, e.g., high-volume serials receiving or copy cataloging], consistently maintaining a high level of accuracy and attention to detail. I understand that the Technical Services department is the backbone of library accessibility, and I take pride in ensuring that resources are processed swiftly and accurately for patron use.

In addition to my technical capabilities, I am adept at [Soft Skill, e.g., troubleshooting equipment issues or collaborating with acquisitions teams]. I am comfortable working independently on repetitive, detail-oriented tasks while remaining flexible to assist with departmental shifts in workflow or new digitization projects.

I am particularly drawn to [Library Name] because of your [Mention a specific library project, collection, or mission statement]. I would welcome the opportunity to discuss how my technical skills and dedication to library service can support your team.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]