

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

[Date]

[Hiring Manager Name]
[University Name] Library
[Department/Branch]
[University Address]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my interest in the Library Assistant position at [University Name], as advertised on [Where You Saw the Ad]. As a [Current Status, e.g., Student/Professional] with a strong interest in information science and academic support, I am eager to contribute to the efficient operation of your library services.

In my previous experience at [Previous Company or Organization], I developed skills in [Skill 1, e.g., database management], [Skill 2, e.g., customer service], and [Skill 3, e.g., organizational systems]. I am comfortable assisting patrons with research inquiries, managing circulation desks, and maintaining the physical and digital integrity of a collection. I am particularly drawn to [University Name] because of its commitment to [Specific Library Value or Program].

I am confident that my attention to detail and my ability to navigate complex filing and retrieval systems would make me a valuable asset to your team. I look forward to the possibility of discussing how my background aligns with the needs of the [Specific Library Branch] library.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if hard copy)]

[Your Typed Name]