

Sample Cover Letter

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Ms. Laura Librarian
Hogwarts Public Library
2000 Folsom Road
Anywhere, MI 48000

Dear Ms. Librarian:

Please find my resume enclosed for the Hogwarts Public Library's Librarian I position advertised on your web site. The Librarian I position provides an excellent opportunity to work with a multicultural, urban community while allowing me to utilize my previous experience and education.

While working at both the Detroit Public Library and the Undergraduate Library at Wayne State University, I developed a strong understanding of how to identify, select and provide access to a variety of materials for the library's diverse audience. My knowledge of reference resources, gained through almost three years of experience delivering print and online reference services, will allow me to offer immediate assistance with reference and reader's services to teens and adults.

As an assistant at the Detroit Public Library, I utilized online resources to develop a web-based interactive guide about Detroit fiction authors for patrons. My coursework in information technology and collection development will allow me to begin immediately creating similar resources for the Hogwarts Public Library's patrons. My technology background also qualifies me to provide training in the library's computer lab by teaching PC operating systems, Microsoft Office productivity tools, Internet search skills, and general web use. I also have substantial experience in web-site development that can be used to assist in meeting the library's current objectives of providing online information about adult literacy and assisting patrons with the development of their own web pages.

Thank you in advance for your consideration of my application. Becoming a librarian at the Hogwarts Public Library is an exciting prospect for me. I look forward to meeting you and discussing ways in which my education and experience match the needs of your library.

Sincerely,

Lisa R. Warrior

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Enclosures: Resume