

JANE JOBSEEKER

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Ms. Patricia Smith
Library Director
ABC Public Library
123 Court Street
Anytown, MA 02113

Dear Ms. Smith:

The Reference Librarian position posted on your library website is of great interest to me. As a recent graduate of Simmons University Graduate School of Library and Information Science, I have valuable experience in both academic libraries and public libraries. I am confident that I would be a strong candidate to assist you with your anticipated expansion of the Children's and Young Adults' Department.

During my most recent internship as a library assistant with the Boston Public Library, I gained extensive experience working with library databases and integrated library automation systems, including Millennium cataloging. My knowledge and use of Internet resources include Dialog, Factiva, and FileMaker Pro.

My proven customer service skills often exceeded library patron expectations, while working at City High School Academy, where I served as a library assistant in the academic library. I established strong working relationships with the reference librarian and worked directly with students to locate reference materials using electronic resources and specialized databases. Due to its popularity with both students and faculty, a research guide handout I created for the library is currently being used in all English classes for incoming freshman.

I am very excited about the possibility of making similar contributions to your library and will call you next week to introduce myself and answer any questions you might have about my experience and qualifications. Thank you for your time and consideration.

Sincerely,

Jane Jobseeker