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# Example of Academic Librarian Cover Letter

976 Lorrine Terrace  
South Joey, WY 42809-1324

**Dear Tatum Fadel,**

I am excited to be applying for the position of academic librarian. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for leadership in planning, designing, maintaining, delivering, and assessing online learning materials, objects, and tools that enhance research and information literacy skills and promote active learning.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Competence in working with automation and web resources
* Working knowledge of educational resources on the deep and open web
* Demonstrates a willingness to learn and advance
* Demonstrated knowledge of library acquisitions processes such as fund management, ordering, receiving, invoicing and payments
* Demonstrated knowledge of budgeting principles (allocations, encumbrances, expenditures)
* Post-MLIS professional experience in an academic library
* Experience with management of acquisitions within an integrated library system or library services platform
* Experience with Ex Libris Alma library services platform

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Tyler Heller