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# Example of Academic Librarian Cover Letter

94832 Beier Extension  
South Jeanestad, WY 74685-8665

**Dear Stevie Schneider,**

I submit this application to express my sincere interest in the academic librarian position.

Previously, I was responsible for course-integrated information literacy instruction for groups of students and faculty in business and other programs to be determined; provide instruction sessions for general education courses to be determined.

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:

* Experience with cooperative collection development within a consortium
* Knowledge of the principles and practices of library functions
* Demonstrated knowledge of NLM resources, including PubMed
* Demonstrated skills in oral and written communication, project management, and problem-solving
* Experience in developing classes and teaching workshops and/or seminars
* Proficiency in software such as Word, Excel, PowerPoint, Web-based applications for online education
* Knowledge of data management resources and tools
* Demonstrated experience in higher education (university or college) library setting

**Thank you for your time and consideration.**

Sincerely,

Ryan Brekke