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# Example of Acquisitions Librarian Cover Letter

4030 Bernardina Stravenue
East Sal, OR 99931

**Dear Hayden Murray,**

Please consider me for the acquisitions librarian opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for general reference services, both virtual and in-person, for the University community as well as members of the public; some evening and weekend research and instruction service may be required; and Maintain current knowledge of the trends and issues in higher education, and best practices in the Library and Information Science profession that include research data management, data analysis, scholarly communication, and open access publishing.

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 hiring, training, assessing employees
* Knowledge of electronic resources lifecycle
* Reading knowledge of language(s) in addition to English
* Preferred experience with managing the Innovative Interfaces Sierra acquisitions function
* Strong public service ethic
* Willingness to learn new library and teaching technologies
* Experience with Innovative Interfaces Acquisitions/Serials system and familiarity with AACR2
* Knowledge of highly developed automated law library acquisitions/serials systems

**I really appreciate you taking the time to review my application for the position of acquisitions librarian.**

Sincerely,

Marion Bergnaum