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# Example of Acquisitions Librarian Cover Letter

87825 Hyatt Light  
Lake Ted, RI 05806

**Dear Rowan Altenwerth,**

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

In my previous role, I was responsible for training for new subject liaisons and provide ongoing updates to all liaisons on issues related to selecting and purchases as well as current expenditures.

Please consider my qualifications and experience:

* Knowledge of, and experience specifically with, medical information resources and non-book materials
* Misc / Additional (Optional)
* Competence and sensitivity in working at a university in which students, faculty, and staff are highly diverse with regard to many facets of identity, including but not limited to gender, ethnicity, nationality, sexual orientation, income, level of educational attainment, and religion
* Demonstrated skills in time management and workflow management and writing documentation
* Demonstrated interpersonal, communication, analytical, organizational, and problem-solving skills
* Experience with e-resource management, , implementing system support for e-resource workflow, license negotiation, providing and maintaining access to e-resources
* Familiarity with technologies used in acquisitions, particularly integrated library systems, and processes such as purchasing and claiming
* Demonstrated interpersonal, communication, analytical, organizational, and problem-solving

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

Sincerely,

Emery Adams