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# Example of Librarian Assistant Cover Letter

9400 Gregorio Lights  
West Mauroview, RI 22604

**Dear Armani Schumm,**

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

In my previous role, I was responsible for coordination of all technical service functions including e-resource management, acquisitions, and cataloging.

Please consider my qualifications and experience:

* Demonstrated analytical skills with proficiency in Microsoft Excel and experience using quantitative and/or qualitative data to inform rational decision-making
* Expert literature searching experience, particularly using MEDLINE/PubMed, Embase, Cochrane CENTRAL, and other key health sciences databases and grey literature resources
* Familiarity with evidence synthesis search methodologies, guidelines, and standards, including the NAM Standards, PRISMA, and the Cochrane Collaboration
* Familiarity with the concepts of evidence-based practice
* Comfort learning new technologies and processes
* STEM academic background and/or experience working with the scientific research community
* Demonstrated knowledge of STEM subscription resources, open access platforms, and other trends supporting research and teaching in the sciences
* Knowledge of current issues, standards, and technologies related to acquiring, licensing and managing scholarly electronic resources

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

Sincerely,

Marion Douglas