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# Example of Librarian Assistant Cover Letter

689 Stehr Gateway  
Port Bentonborough, NJ 49446-0930

**Dear Tatum Lynch,**

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

In the previous role, I was responsible for leadership in the library’s implementation of new cataloging and metadata standards.

Please consider my experience and qualifications for this position:

* Knowledge of and experience providing assessment and analytics services
* Demonstrated experience with data analysis and organization
* Certification and/or academic coursework in research design and methodology
* Successful leadership of a library assessment program with commensurate experience
* Experience with national library assessment programs (LibQual, ClimateQual, IPEDS, NSSE)
* Demonstrated success in coordinating and leading project management efforts in a frequently changing environment
* Demonstrated proficiency in ACRL Proficiencies for Assessment Librarians and Coordinators
* Experience in training, facilitation, and collaborative decision making

**Thank you for taking your time to review my application.**

Sincerely,

Campbell Howell