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# Example of Library Director Cover Letter

143 Koch Keys
Lake Caronborough, VA 80083

**Dear Tyler Hilpert,**

I submit this application to express my sincere interest in the library director position.

In the previous role, I was responsible for service to the institution (including serving on programmatic, college-wide and University-wide committees) and to the community.

Please consider my qualifications and experience:

* Knowledge of current issues and trends in information literacy
* Proven dedication to student learning and success
* Excellent interpersonal communication skills, including written and oral
* Proficiency with modern information technology
* Demonstrated experience managing and overseeing a large safety and security program
* Experience developing, documenting, implementing, communicating, and enforcing safety and security policies, protocols and procedures, providing training
* Comprehensive knowledge of public library management and the evolving role of libraries in the 21st century
* Considerable knowledge of trends in library services and of techniques of planning, implementing, and evaluating library programs

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

Sincerely,

Campbell Kub