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# Example of Library Director Cover Letter

671 Rolfson Harbor  
Nealfort, KY 23841

**Dear Haven Koelpin,**

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

Previously, I was responsible for statistics and reports; maintain departmental web pages, devise procedures for efficiency with other campus and library units, departmental librarians, program staff, and College representatives.

Please consider my qualifications and experience:

* Familiarity with the federal LSTA program and of state and federal library data collection practices
* Strong behavioral competencies in the areas of leadership, customer service, planning, collaboration, teamwork, and personal and organizational awareness
* Familiarity with software and electronic resources commonly used in biomedical libraries
* CPA and MBA or other equivalent strongly preferred
* Knowledge of building maintenance and construction practices
* Proven customer service and leadership skills
* Demonstrated experience managing and overseeing a large safety and security operation
* Proven experience developing safety and security programs

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

Sincerely,

Frankie Walker