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# Example of Reference Librarian Cover Letter

7692 O'Hara Mission
Lake Danfort, DE 61819

**Dear Dylan Ondricka,**

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

In the previous role, I was responsible for assistance in traditional legal research methods and computer-assisted legal research skills to faculty and students; assists patrons in the use of internet resources.

Please consider my experience and qualifications for this position:

* Experience working in an academic library strongly preferred
* Experience using reference tools and the processes of research and information retrieval
* Knowledge of the principles and practices of library instruction, reference services, and the ACRL Information Literacy Competency Standards
* Computer proficient with Windows, Internet Explorer, and Microsoft Office Suite
* Excellent interpersonal and communication skills and a strong service orientation
* We value the diversity of our students, faculty, and staff and are especially interested in considering applicants with a strong commitment to fostering a culturally diverse atmosphere
* A commitment to working with a diverse population is essential
* Reference experience in either a public or academic library setting

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

Sincerely,

Tatum Homenick