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# Example of Reference Librarian Cover Letter

577 Kovacek Fields  
Rubyetown, ID 35414

**Dear Jordan Walker,**

Please consider me for the reference librarian opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for in-depth legal and business research services to attorneys and staff in a wide variety of practice areas using both print and online resources.

Please consider my experience and qualifications for this position:

* Demonstrated knowledge of African, African-American or African Diasporan history
* Experience providing reference and research services including use of online catalogs, databases and Internet information sources
* Analyzing and problem solving
* Basic computers competency including online database searching
* Demonstrated experience in discipline specific research methodologies
* Broad-based interest in, and current awareness of, information technology applications for the delivery of library information
* Experience with QuestionPoint virtual reference software desirable
* Undergraduate work and/or previous experience supporting Education and/or Literature programs in an academic setting

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Shiloh Wehner