

Circulation Assistant Cover Letter

98452 Ryan FlatMuellerside, NM 30387-0210

Dear Sutton Becker,

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

In my previous role, I was responsible for check-in and check-out of library materials and basic information about library and university services.

My experience is an excellent fit for the list of requirements in this job:

- Demonstrated success learning new technology and computer software, including email and calendaring systems
- Punctual, Reliable, and Dependable
- Working knowledge of integrated library systems (OPAC), and application software such as Microsoft Office and basic office equipment
- Strong written and verbal communications and capacity to interact positively with all levels of university community
- Initiative and good judgment as a team member
- Successful track record of demonstrating creativity, flexibility, and initiative in accommodating user and staff needs
- Demonstrated knowledge of circulation processes preferred
- Significant customer service experience in a fast-paced library, retail, or similar environment

Thank you for considering me to become a member of your team.

Sincerely,

Max Robel