

Circulation Assistant Cover Letter

672 Senger WaysNorth Florenemouth, OR 85692-3246

Dear Finley Gleichner,

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

In the previous role, I was responsible for customer service and assistance to users in support of library services Provides instruction and guidance on how to use the library, access its resources, and develop information seeking skills.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Familiarity with Alma integrated library system, ILLiad interlibrary loan management software
- Great administration, customer service and time management skills
- Strong analytical skills - able to compare data from various sources
- Innovative and able to come up with creative solutions
- Advanced skills in Google Apps and MS Office suite programs
- Stacks maintenance experience in a library environment
- Experience working in a higher education environment is preferred
- Experience working with or directing student workers is preferred

I really appreciate you taking the time to review my application for the position of circulation assistant.

Sincerely,

Robin Wuckert