

# Circulation Assistant Cover Letter

5056 Kuphal Roads Omerland, DE 37367-3686

**Dear Story Cummerata,**

I submit this application to express my sincere interest in the circulation assistant position.

In my previous role, I was responsible for reference and bibliographical services, including assistance in the use of library resources and services, and direction in locating information and utilizing resources and services available on and off campus.

Please consider my experience and qualifications for this position:

- Experience with supervision and training
- Some familiarity with higher education or library environments
- Experience using MS Office and Google Drive (Documents/Sheets)
- Knowledge of modern office practices, procedures, and equipment preferred
- Knowledge of word processing and web publishing software preferred (i.e.—Microsoft Word and Adobe Acrobat)
- Experience processing cash receipts, checks and credit cards
- Deal tactfully and courteously with library patrons
- Perform clerical tasks accurately with close attention to detail

**Thank you for your time and consideration.**

Sincerely,

Robin Tillman