

# Circulation Assistant Cover Letter

683 O'Kon WellsLake Aldaland, TN 13605-4769

**Dear Rowan Zemlak,**

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

Previously, I was responsible for essential library service to students after 10 p.m., including basic and more in depth research services, assistance with printing, etc.

Please consider my experience and qualifications for this position:

- Experience with PC and iMac workstations and familiarity with latest versions of Windows and iOS platforms
- Experience with basic video recording and editing
- Excellent computer skills, experience with Microsoft Word, Excel and Outlook
- Experience and knowledge of automated and integrated library systems
- Effective written and oral communication skills to be able to assist in resolving patron problems and complaints, assess patron information needs, and orient and guide patrons in use of library resources
- Experience in a library setting preferred
- Solid customer service experience, and excellent verbal and written communication skills
- Experience with integrated library systems (such as ALEPH), and Microsoft Office Suite (with particular focus on Word, Excel, and Outlook)

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

Sincerely,

Frankie Kilback