

Circulation Assistant Cover Letter

43450 Lincoln LocksSouth Sungview, AR 82578

Dear Tatum Kuphal,

I would like to submit my application for the circulation assistant opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for basic reference assistance to library patrons, and, when appropriate refers researchers to the Architecture Librarian for in-depth reference services.

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:

- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in previous work or service activities
- Willingness to work with the public in a delightful and respectful manner
- Working knowledge of office practice and procedures
- Working knowledge of personal computers and common office software such as Microsoft Excel, Word, Outlook
- Knowledge of Horizon Automated Library System
- Experience with event programming and customer service
- Working knowledge of processing cash receipts, checks and credit cards
- Knowledge of word processing and web publishing software (i.e., Microsoft Word and Adobe Acrobat)

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

Sincerely,

Alexis Mayert