

# Circulation Assistant Cover Letter

9281 Chad IsleLorenton, OH 95045

**Dear Blake Herzog,**

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

Previously, I was responsible for basic research assistance to library users, and develop knowledge of library resources, databases and service, to provide in-person, phone and online assistance to library users, interviewing library users to identify their information needs, and appropriately referring users to librarians.

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:

- Knowledge of KOHA useful
- Knowledge of Library of Congress cataloging system essential
- PC skills including word processing and Excel
- Sorting and staging newspapers on our dock for carriers and drivers
- Prepare and distribute necessary paperwork to carriers and drivers
- Prepare postal paperwork and deliver products to post office
- Assist Circulation team in the delivery of incomplete or down routes
- Supervisory skills, including behavior modeling, relationship building, conflict resolution, team building, coaching and training

**Thank you for taking your time to review my application.**

Sincerely,

Rowan Gusikowski