

# Circulation Manager Cover Letter

284 Han Rapids North Tony, LA 60860

**Dear Tatum Schumm,**

I am excited to be applying for the position of circulation manager. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for strategic direction to five Central Access Services staff teams: Main Library Circulation Desk, Library Telephone Center, Library Billing Office, Bookstacks, and Discharging.

My experience is an excellent fit for the list of requirements in this job:

- Proven track record in a publishing/subscription service-led business with experience of managing acquisitions and renewals, across digital channels
- Self-starter with high energy and initiative
- Good eye for detail & highly numerical
- Excellent creative judgement
- Demonstrated experience in managing suppliers & third party relationships
- Proficiency in or willingness to learn HTML, WordPress, Adobe Dreamweaver, and other digital platforms and markup languages
- Knowledge and work experience in a complex research library system
- A team player with a proven track record of conducting marketing promotions and campaigns

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

Sincerely,

Jordan Gutmann