

Circulation Manager Cover Letter

7605 Koelpin Streets North Maishaberg, CO 04650

Dear Blake Labadie,

In response to your job posting for circulation manager, I am including this letter and my resume for your review.

Previously, I was responsible for responsive customer service to library patrons according to established library guidelines and policies.

Please consider my experience and qualifications for this position:

- Some levels of experience and proven success in negotiating for sponsorship/barter deals would be advantage
- Digitally savvy with Basic to Intermediate knowledge of digital marketing, including but not limited to Google Adwords, Google Analytics and Facebook Ad Manager
- An independent worker who works well in a cross-functional team environment
- Confident, resourceful and works well under solid pressure
- Organised, meticulous, with strong follow up traits and initiatives
- Detail-oriented multitasker
- Good decision maker with effective oral and written communication skills
- Requires sense of urgency to challenge the status quo, to take intelligent risks, and to maintain a competitive spirit

Thank you for taking your time to review my application.

Sincerely,

Max Renner