

Circulation Manager Cover Letter

42719 Diamond Lane North Chelsey, NM 66064-5475

Dear Tyler Barton,

Please consider me for the circulation manager opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for work direction to library student assistants (LSA) in order to assure a high-level of customer service at the library service desk.

Please consider my qualifications and experience:

- Knowledge of and experience with library circulation services and library circulation software systems
- Experience working in an academic setting with faculty, staff, students, and members of the public
- Breadth of supervisory experience, including student employees
- Understanding of the workflows of other units in an academic library, for example, reference services, interlibrary loan, cataloging, acquisitions
- Organized and detail oriented with excellent prioritization and time management skills
- Experience of development and implementation of B2C marketing campaigns
- Understanding of BPA audit management
- Knowledge of subscription/circulation marketing

Thank you for your time and consideration.

Sincerely,

Marion Pfannerstill