

# Circulation Manager Cover Letter

234 Burt HarborsFlorindastad, WA 54426

**Dear Shae Brown,**

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.

Previously, I was responsible for customer service support to all library patrons, including answering basic questions and locating items.

Please consider my qualifications and experience:

- Solid sales skills to promote circulation through retail locations
- Car, valid driver's license, and clean driving record
- Computer skills are necessary to communicate by email, access and print subscribers lists, and access subscriber information in our databases
- Knowledge of library regulations, polices, and procedures
- Knowledge of online catalog system (public and technical modes)
- Knowledge of basic reference resource materials and the research process
- Knowledge and experience with troubleshooting PC hardware, peripherals, Windows & Mac-based operating systems and applications
- Basic computer skills for email

**Thank you for your time and consideration.**

Sincerely,

Campbell Reichel