

Circulation Manager Cover Letter

81891 Libby Crossing Billiehaven, WA 40765-3892

Dear Casey Bahringer,

I submit this application to express my sincere interest in the circulation manager position.

In the previous role, I was responsible for instruction and guidance on how to use the library, access its resources, and develop information seeking skills.

Please consider my experience and qualifications for this position:

- Effective communication skills, both verbal and written, to use with internal and external customers
- Physical requirements including standing and walking
- Willingness to accept additional responsibilities and assist others as needed
- A valid driver's license is essential
- PC skills including word processing, basic spreadsheet skills MS Excel
- Strong verbal and written skills for good communication along with critical thinking skills
- Demonstrated customer service experience in a library environment
- Commitment to working with diverse populations and values of inclusivity and accessibility

Thank you for your time and consideration.

Sincerely,

Haven McLaughlin