

# Circulation Manager Cover Letter

55267 Kertzmann PineConnellyville, MS 81462-8135

**Dear River Hessel,**

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

In my previous role, I was responsible for library staff coverage for late evening and weekend hours in the Smith Library.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Understanding of BPA audit rules
- Understanding of STM business models and scientific research community
- Sound knowledge of digital marketing channels
- Proactive and independent - Takes initiative and can manage time effectively
- Clean driving record as verified through DMV check
- Knowledge of Microsoft Office, email and mapping applications
- District Sales Manager - The primary mission is to increase subscriptions and revenue by providing excellent service, aggressive marketing and retention/promotions
- Assistant District Sales Manager - The primary mission is to increase subscriptions and revenue by providing excellent service, aggressive marketing and retention/promotions

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

Sincerely,

Sawyer Bogan