

# Collections Cover Letter

68255 Brent Extensions Eufemiafort, CT 12734

**Dear Greer Torphy,**

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

In my previous role, I was responsible for reference services in person, on the phone, and through electronic services, such as email and the LibAnswers ticketing system; refers questions to supervisor or appropriate curator as necessary.

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:

- Able to work across a number of shifts
- Perform basic supervisory tasks
- Proactive, Innovative, Approachable & Flexible
- Be a Team Player, a self motivated individual and accountable
- Capable of managing difficult situations
- Strong focus on business goals
- Budget minded with focus on cost management
- Working knowledge of Microsoft Office and databases

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Dakota Johnson