

# Librarian Cover Letter

4624 Claribel Manors East Donnettemouth, MT 00880

**Dear Alexis Herzog,**

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

In my previous role, I was responsible for legal reference and research support to law library patrons, including students, alumni, and members of the local bar.

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:

- Experience with support and maintenance for digital collections
- Familiarity with existing digital collections software solutions for library and archival open source and vendor applications including, but not limited to, CONTENTdm
- Experience developing web resources and custom applications
- Familiarity with web design and web authoring software current programming or scripting languages/technologies, especially HTML and CSS, but also JavaScript, SQL, and PHP
- Knowledge of library technology protocols
- Familiarity with Excel, especially for table and chart creation for reporting purposes
- Familiarity and/or experience with parts data and library management understanding of electrical design processes
- Strong written and verbal communication skills strong customer interaction skills with various engineering disciplines of all levels using a variety of communication methods including Email, telephone, instant messaging and video conferencing

**Thank you for taking your time to review my application.**

Sincerely,

