

# Librarian Cover Letter

8751 Brooks Court East Brunabury, NY 42532-0749

**Dear Morgan Smitham,**

I would like to submit my application for the librarian opening. Please accept this letter and the attached resume.

Previously, I was responsible for coverage for the Woodruff Library Service Desk (LSD), Music Media Library Service Desk, and the Woodruff Library Entrance Desk, including opening, evening/weekend and holidays as needed.

Please consider my experience and qualifications for this position:

- Demonstrated proficiency with personal computers and software, the Web, and library-relevant information technology applications
- Experience cataloging legal materials and/or government documents
- Experience cataloging in a federal agency
- Multi-lingual ( English, Spanish and French)
- Experience with leadership of digital services and resources
- Aptitude for and interest in consortium system operations and software, Symphony, ILLiad, EZproxy, EBSCO Discovery, A to Z Linksource and other applicable packages for academic library environment
- Evidence of initiative, creativity, and resourcefulness in previous professional or academic activities
- Demonstrated commitment to diversity and understanding of the contributions a diverse workforce brings to the workplace

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

Sincerely,

Ryan White