

Library Aide Cover Letter

7226 Anderson Views South Linoburgh, ME 82191-0540

Dear Avery Adams,

I am excited to be applying for the position of library aide. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for university students, faculty, staff, and the general public access to and use of library information resources in a variety of formats.

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:

- Skilled in customer service, public relations, verbal communication, basic computer with aptitude to learn specialized software and hardware
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- Flexibility and willingness to learn new tasks and embrace new ideas
- Humanitarian and other altruistic pursuits
- Computer and technology proficiency (MS Office, VR equipment, coding languages)
- Marketing, graphic design and social media efficiency
- Skilled at attention to detail, verbal and written communication

I really appreciate you taking the time to review my application for the position of library aide.

Sincerely,

Sutton Wilkinson