

Library Aide Cover Letter

723 Victor Extension Haneborough, KY 77554

Dear Jordan Pfeffer,

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

In my previous role, I was responsible for patrons with assistance in use of card and on-line catalogs and with instruction in use of library equipment.

Please consider my experience and qualifications for this position:

- Skills in customer service, public relations, verbal communication, basic computer with aptitude to learn specialized software and hardware and organizational
- Skilled in customer service, public relations, verbal communication, basic computer knowledge with aptitude to learn specialized software and hardware and organizational
- Be proficient with the Microsoft Office suite of programs (Word, Excel and Outlook) and with the Colleague computer system
- Knowledge of Microsoft applications, including Excel, Outlook and Word
- Attention to detail, basic computer skills with aptitude to learn specialized software and hardware
- Demonstrated knowledge of computer services including on-line searching and Library resources preferred
- Works in standard library and school building environment
- Previous experience working in a public school or library setting preferred

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Quinn Herzog