

Library Aide Cover Letter

408 O'Kon MissionMedhurstchester, KS 59716-1112

Dear Briar Schimmel,

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

In my previous role, I was responsible for in-person instruction to patrons in the use of library resources, computers, and equipment;

Please consider my qualifications and experience:

- Assists students and faculty with basic research questions
- Assists students and faculty with basic computer skills such as word processing
- Provide administrative support to the Associate Director including photocopying, maintaining calendars and organizing meetings
- Pushing book trucks

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

Sincerely,

River Jones