

# Library Aide Cover Letter

310 Gerry RidgesKlingchester, KY 10909-7288

**Dear Tatum Witting,**

In response to your job posting for library aide, I am including this letter and my resume for your review.

Previously, I was responsible for group and individualized, point of need instruction to students, department clients in use of library resources and services;.

Please consider my qualifications and experience:

- Operate the technical library circulation system, providing technical information services to include web products, visual information products, acquiring library products
- Provide library reference assistance, maintain records from various online sources and handling classified documents and media in accordance with security guidelines
- In response to and support of specific test event requirements, will also assemble computer program media and charge out to requesting team
- Conduct security clearance checks upon request of outgoing media and maintain a log of all data recording requests
- Knowledge of Microsoft applications, including Excel, Outlook & Word
- Interest in marketing, graphic design and social media efficiency
- Knowledge of Microsoft 365 applications including Word, Excel and Outlook
- Experience with eReaders and library technologies

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

Sincerely,

Rowan Graham