

Library Aide Cover Letter

6960 Coleman Island Lake Manuemouth, NY 83433

Dear Lennox McCullough,

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

In the previous role, I was responsible for instruction and actively participates in the development and design of classes related to the use of the library and its resources.

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:

- Comprehensive knowledge of security requirements for handling, storage, inventory and destruction of classified material in accordance with SECNAV 5510 (series)
- Initial Interim Secret clearance is acceptable
- Preparing materials for circulation
- Reconcile purchase orders and invoices to ensure delivery of all new materials
- Re-shelve books
- Maintain a neat environment by performing various tasks such as dusting, cleaning library furniture, and pushing in chairs
- Welcome patrons and respond to in-person inquiries related to the ESOL / Literacy unit and other 6th floor services
- Performs the general library functions of circulation (checking materials in and out)

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

Sincerely,

Rowan Cremin