

Library Associate Cover Letter

440 Ulrike JunctionsGutkowskiborough, OR 29002-8484

Dear Briar Powlowski,

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

Previously, I was responsible for support for complex questions in research resources and databases and instructs library customers on accessing an extensive range of library online catalogs, research guides, physical collections, and other electronic reference databases in various specialist areas of study.

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:

- Working knowledge of library principles, practices, and terminology
- Working knowledge of procedures and standards for the processing and/or maintenance of library materials
- Work experience with Mac based applications preferred
- Knowledge of business and mathematical processes to reconcile financial and statistical data
- Prior experience within the book publishing industry is strongly preferred
- Knowledge of automated systems including integrated library systems, Banner
- Positive, customer-focus in a fast-paced learning environment
- Familiarity and experience with systems and applications advancing library services, knowledge informatics resources, and productivity

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

Sincerely,

Parker Heathcote