

# Library Associate Cover Letter

13607 Predovic CoursePort Paulburgh, PA 34778-9524

**Dear Riley Russel,**

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

In my previous role, I was responsible for back-up to technical services by processing inter-library loan requests from other libraries with the ILLiad software.

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:

- Demonstrated excellent interpersonal and collaboration skills
- Demonstrated creative and innovative problem-solving skills
- Proficiency and experience in Microsoft Office
- Experience coaching, mentoring, developing and managing the performance of staff
- Strong collaboration and critical thinking skills
- Excellent project management skills and strong experience developing, managing and forecasting operational budgets
- Demonstrable experience collaborating with diverse populations, local politicians and community boards to generate support, enhance services, and meet the evolving needs of users
- Proficient with technology, including experience with Microsoft Office Suite, GMail, social media tools and other library centric technologies

**Thank you for your time and consideration.**

Sincerely,

Morgan Zboncak