

Library Associate Cover Letter

1208 Domenic Rue Rickeytown, OR 52738

Dear Robin Paucek,

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

Previously, I was responsible for occasional assistance with circulation, customer service, ILL, materials processing, and student aide supervision activities.

My experience is an excellent fit for the list of requirements in this job:

- Reading knowledge of foreign languages
- Previous experience with planning, publicizing and presenting programs
- Previous work experience or coursework in adult reference services
- Previous experience working or volunteering in a library
- Experience in utilizing various software packages
- Experience maintaining, troubleshooting and repairing computing platforms and networks
- Experience with specialized Library systems, digital repositories, color management software, large format digital printers, rapid prototyping equipment and laser cutters
- Experience managing web presence using web authoring and editing technologies (e.g., content management systems, blogging, HTML and CSS)

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

Sincerely,

Indigo Halvorson