

# Library Associate Cover Letter

1588 Ruecker LakeNorth Kum, MT 78210-2460

**Dear Marion Schiller,**

Please consider me for the library associate opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for leadership, training, support, and feedback to library staff involved in circulation, reserve, and interlibrary loan services.

Please consider my experience and qualifications for this position:

- Experience providing leadership to a team
- Experience establishing priorities, assigning work, and ensuring proper completion of tasks
- Experience performing complex problem-solving related to library technical services
- Experience using Microsoft Office, particularly Excel and/or Access
- Experience working with an Integrated Library System (ILS) such as Aleph or Sierra
- Experience manipulating and loading MARC records, using such tools as MARCEdit
- Experience maintaining e-resource management and access tools, such as knowledgebases and discovery systems
- Experience with budget management and basic fiscal operations

**Thank you for considering me to become a member of your team.**

Sincerely,

Gray Cruickshank