

Library Technician Cover Letter

536 McCullough Ramp Friesentown, WA 82213-7751

Dear Azariah Will,

In response to your job posting for library technician, I am including this letter and my resume for your review.

Previously, I was responsible for complex copy cataloging for monographs, periodicals, continuations, analyzed/listed series, standing orders, government documents, DVDs, games, and CD-ROMs in compliance with the RDA cataloging standards.

Please consider my experience and qualifications for this position:

- Excellent written and oral skills for communicating with internal and external stakeholders
- Attention to detail and to quality assurance of the work
- Experience creating, editing, and troubleshooting metadata records
- Experience with linked open data
- A demonstrable commitment to diversity
- Skills and experience in using and administering automated systems and information technology in a library or information services environment
- Microcomputer skills
- Knowledge of serials acquisitions and cataloging procedures for electronic resource packages

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Peyton Bayer