

Library Technician Cover Letter

2298 Hettinger Squares Kovalisland, OK 21009-6162

Dear Briar Ankunding,

I submit this application to express my sincere interest in the library technician position.

Previously, I was responsible for back-up assistance in the process of daily check-in of serials of all types, including time-sensitive new journals.

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

- Extensive experience providing reference services in an academic library in person, via email and especially chat reference
- Experience or training with reference databases
- Experience providing bibliographic instruction or teaching
- Work without direct supervision and adapt easily to a frequently changing information environment
- Able to listen carefully and ask pertinent questions
- On a case-by-case basis, interpret, enforce, and make appropriate exceptions to library policies and procedures
- Experience with web editing
- Experience with microformats and readers

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

Sincerely,

Campbell Daniel