

# Library Technician Cover Letter

969 Hermiston Plains West Harlandmouth, WI 68339-0447

**Dear Cameron Crona,**

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

In the previous role, I was responsible for basic late evening and overnight basic Circulation Services, including group study room reservations and checking out/in materials.

Please consider my experience and qualifications for this position:

- Recent experience managing a high volume of work packages in a nuclear power work order library
- Experience using asset tracking tools, such as Maximo, or other industry standard tools
- Working knowledge in the use of collaborative exchange tools including establishing user accounts and accessibility
- Demonstrated proficiency in the maintenance and updates of the InfoWorks tableloader utility and distribution matrix maintenance
- Proficient in the use of Redlining and the Actions module for tracking work reviews and schedule commitments
- Knowledgeable in the use of E-mail IW Loader utility
- Nuclear Power experience is preferred
- Excellent technical and computing skills especially with spreadsheets

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

Sincerely,

Avery Hayes