

# Library Technician Cover Letter

44868 Champlin PlazaMareview, TN 92498

**Dear Tatum Huel,**

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

In my previous role, I was responsible for bibliographic access to materials requiring detailed processing, routine cataloging and diverse book location, reference and procedural information for interpretation, and instruction.

Please consider my qualifications and experience:

- Experience providing reference services for government documents
- Understanding of the research and writing lifecycle
- Experience with copy cataloging in a variety of formats using OCLC Connexion
- Familiarity with Library of Congress Classification
- Familiarity with an academic library environment
- Familiarity with Resource Description and Access (RDA), Ex Libris' Alma ILS, and MarcEdit is desirable
- In-depth knowledge of original cataloging, complex copy cataloging, serials management, government documents, image resources, or music
- Standard library helpdesk environment, including frequent use of computer and keyboard

**Thank you for taking your time to review my application.**

Sincerely,

Charlie Hodkiewicz