

Library Technician Cover Letter

6969 Reichel WellsKerryshire, NM 86167-9582

Dear Reese Pfannerstill,

I am excited to be applying for the position of library technician. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for efficient access to clinical medical and consumer health information resources through processing interlibrary loans, photocopying journal articles and books, maintaining an orderly book and journal collection through shelving and shelf reading, providing updates of the Library's journals for Impulse serials updates and SERHOLD updates, and scanning of journals and reference books into Impulse for usage statistics.

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

- Experience in a public service unit of an academic library
- An understanding of the Library of Congress classification scheme
- Experience with Innovative Interfaces integrated library system
- Forward-looking and adaptable to change
- Successfully demonstrated work experience with moving image and recorded sound equipment and collections, including industrial audio and video equipment and processes or an equivalent combination of education and experience
- Successfully demonstrated experience working with the public in high-pressure situations
- Demonstrate basic to intermediate proficiency in data entry and inventory databases
- Effective communication, teamwork, and interpersonal skills

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

Sincerely,