

# Technical Services Specialist Cover Letter

37327 Mikel Estates Stantonmouth, NY 53388-0638

**Dear Robin Schmidt,**

I would like to submit my application for the technical services specialist opening. Please accept this letter and the attached resume.

Previously, I was responsible for support and critical information required to design AC power network, UPS and HVAC infrastructure in Network Cloud DCs and COs.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Familiarity with cataloging standards and best practices
- Knowledge of academic library technical services operations
- Experience with working in a customer service role
- Experience coordinating, supervising or reviewing the work of others
- Basic computer competencies, including Microsoft productivity applications and Web browsers
- Exemplary communication skills, both written and oral, to effectively communicate issues, concern and ideas internally and externally, to individuals and in group settings
- Strong interpersonal skills to establish and support effective working relationships among company departments, with professional and paraprofessional staff
- Highly developed organizational skills to keep information accessible and work systematically and efficiently

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,