**Sarah Sullivan**

**[Street Address] New York, NY 55900 ⬩ Phone: 555-555-5555 ⬩ [Email Address]**

**Today’s date**

Ms. Margaret Morris

Company name

Address, City, State, zip

Dear Margaret Morris,

Re: Job Post – Librarian

I am pleased to contact you regarding the opening for an information resources librarian, as advertised in this week’s edition of The Librarian’s Log, and am enclosing my resume for your review.

I bring to your attention that as per the stated job requirements, I possess a Masters of Library and Information Science, and I have more than ten years of experience in working for a constantly in demand library system.   
My love of books and desire to assist others in their search for information, whether for class research or for their own knowledge fuel my extending myself to find the tomes they seek.

In my current position, my responsibilities include categorizing books and finding appropriate places for new books on the shelves where readers can find them easily, maintaining records of books, how often they’re borrowed, overdue books, and fines, and helping visitors to the library orient themselves and locate sections of research materials.   
An organized library is an absolute joy for those who read for pleasure and for those who previously dragged their feet, forced to compose papers for degree programs – they become hooked on books, too.

My familiarity with computers allows me to explain to seniors how to work the public computers we have in the library and to assist students in researching assigned topics or discovering sources of financial aid for their studies.

I look forward to hearing about the possibility of working at your library through a personal interview and await your response.   
I can be contacted at 444-lib-rary or [Email Address]

Sarah Sullivan