

5555 1234 Drive

Brownsville, TX 78521

March 26, 2017

Brownsville Public Library Hiring Manager
490 - Brownsville Public Library

4320 Southmost Road
Brownsville, TX 78521

Dear Hiring Manager,

I am writing this letter of application in response to the Reference Public Service Librarian position offered through the city of Brownsville website. I am eager to put forth an application to the position and believe that I will be an excellent candidate to consider based on my academic training and experience within the field of Library Science.

I received my Master of Science with a major in Library Science (MS-LS) degree from North Texas University and am a member of the American Library Association (ALA). My education at North Texas has provided me with an expansive background in archival, reference systems and cataloging/metadata. My graduate courses allowed me to earn hands-on experience during the process of acquiring my degree as an intern for our local Public Library which gave me a strong understanding of the library database system.

Currently, I am employed as a part-time Library technician at Southmost Branch Public Library. As a technician, my experience comes from helping head librarians with all aspects of running a library. I organize library information and shipment materials, assist in community outreach programs, handle interlibrary loans, assist patrons with questions, and perform administrative and clerical tasks. My experience as a technician enhances my skills under the instruction of a head librarian, giving me a suitable background for this career.

Further information about my education and experience is provided within the enclosed résumé, however I would appreciate the opportunity to meet with you at your convenience to discuss my qualifications. Please call me at (956)331-4555 or e-mail me at 55555a@stu.southtexascollege.edu.

Yours truly,

Haley Smith

Haley Smith

Enclosure (1)

*Disclaimer- All the documents in the blog were created as part of a series of projects for a technical writing course in college. All information provided within the documents are falsified and intended for classroom use.

Haley Smith

5555 1234 Drive
Brownsville, TX 78521

(956)331-4555
5555a@stu.southtexascollege.edu

Objective Career seeking a position as a Reference Public Service Librarian

Education

Master of Science with a major in Library Science (MS-LS)
University of North Texas, Denton, TX
Date of graduation: June 2016

Related course work

Information Organization
Information Access and Knowledge Inquiry
Distributed Learning Librarianship

BS in English
South Texas College, McAllen, TX
Date of graduation: June 2014

Employment

6/2015-present (25 hours per week): Part-Time Library technician
Southmost Branch Public Library, Brownsville, TX

- Organize library information and shipment materials
- Register new patrons accounts and issue library cards
- Answer the phone, organize files, and perform other routine clerical tasks
- Answer patrons' questions and help them find library resources
- Assist in creating and executing community outreach programs

4/2013-7/2014: Paid internship as a Library Aide
Southmost Branch Public Library, Brownsville TX

- Catalog and organize books into their respective locations
- Supervise student computer lab
- Assist patrons in Library rentals

Honors

Dean's List 2010-2014
Certified member of the American Library Association (ALA).

Activities

1/2012-5/2013 Volunteer service worker for the Southmost Branch Public Library

References

Available upon request

Haley Smith

5555 1234 Drive Brownsville, TX 78521
(956)331-4555 5555a@stu.southtexascollege.edu

Professional References

Dr. Susan Mills
Professor of English
University of Texas Rio Grande Valley
Brownsville, TX 78521
(956) 882-7558
susan.mills@utrgv.edu

Dr. Mills advised and encouraged me to pursue an internship at the University's library as a tutor at the writing lab.

Dr. Nicole Nicholson
Professor of English
University of Texas Rio Grande Valley
Brownsville, TX 78521
(956) 665-8975
nicole.nicholson@utrgv.edu

Dr. Nicholson was my instructor who encouraged me to pursue my career and degree in the English and Library Science field.

Dr. Shawn Thomson
Professor of English
University of Texas Rio Grande Valley
Brownsville, TX 78521
(office) 665-8722

Dr. Thomson was my instructor in an American Literature course who inspired me in pursuing literature.

Personal References

Ms. Nicole Benton
Environmental Club
Gladys Porter High School
Brownsville, TX 78521
School office: (956) 548-7800
asbalogh@bisd.us

For a semester, I was involved in an Environmental Club under Ms. Benton and alongside another Biology instructor. I volunteered in community service by recycling in Brownsville.

Hiring Manager
Southmost Branch Public Library
Brownsville, TX 78521

Dear Hiring Manager,

Thank you for taking the time yesterday to meet with me and discuss my qualifications and application.

I have recently filed an application for the position of the Reference Public Service Librarian and would like to restate my continued express in the position. As a current employee of the library, I feel that my education and experience will be an important asset to the Librarian's association. I would enjoy contributing to the community with the significant work that you and your staff do.

I look forward to hearing from you soon and thank you for the opportunity to be considered for the job.

Sincerely,

Haley Smith

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