

JANE SMITH

100 State Street
East Peoria, IL 61611
(815) 790-4995
Jane.Smith@yahoo.com

August 5, 2010

ABC Organization
Attention: John Doe
123 Main Street
Peoria, IL 61602

Dear Mr. Doe:

I enjoyed reading about ABC Organization's achievements. Specifically, I was excited to learn that the new Access Index allowed ABC Organization to connect with its members 1,954,318 times in 2009-2010. As a recent Master of Science in Library and Information Science graduate and library professional, I believe that I have the necessary skills to excel as a Library Director for ABC Organization. Accordingly, I am very interested in meeting with you regarding your Library Director position.

I believe that my background and experience are an excellent match with what ABC Organization requires in a Library Director. Having recently completed graduate school, where I focused heavily on library and organization management and budgeting courses, and working in a library that allowed me leadership opportunities, I have gained valuable knowledge of leading and managing a library in all aspects. One project included assisting in creating a budget and supervising five staff members with the 123 Library. Moreover, I am able to plan and organize efficiently and effectively allowing me to complete projects on time and to specification. I also have excellent knowledge of Microsoft Office products, including Microsoft Word/Excel/Access. With my prior experience working with assisting in the management of a library and my coursework in graduate school, excellent communication skills, and ability to adapt to new situations easily, I am confident that I will be able to learn and apply any new skills or requirements that the job might call for.

Please find enclosed a copy of my résumé enclosed. If you have any questions or require any additional information, please do not hesitate to contact me. Thank you for your time and consideration.

Sincerely,

Jane Smith
Enclosure: Résumé.