

# COVER LETTERS

## For Librarians

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### COMMUNICATING YOUR VALUE TO EMPLOYERS

#### **What are Cover Letters?**

Cover letters, also known as letters of interest, are the letters you will send to introduce yourself to potential employers. These letters often make a difference in whether or not you are considered for a position. Remember, since your job search letters will be seen as a sample of your written communication skills, you must proofread your letters carefully for spelling, grammar, and punctuation errors. You should have your letter reviewed and edited by a trusted colleague or career development professional.

#### **What's Inside the Guide?**

Basic structure of how to compose a cover letter and examples

#### **More Resources and Help**

Books on cover letters are available in libraries!

*Open Cover Letters.com* – a site founded by a librarian that has example letters  
<http://opencoverletters.com/>

*Special thank you to Tara Iagulli and the  
University of Texas School of Information Career Development Center*

## **Cover Letters~Letters of Interest**

Cover letters accompany résumés and serve as your personal introduction. Letters are an opportunity to highlight your strengths and tell your story in the most positive light to potential employers. Your goal is to convince the employer that you have all of the skills needed for their particular position plus extra qualities that will make you a strong addition to their team.

A cover letter should:

- Be tailored to the posting for which you are applying
- Catch the reader's attention & motivate him to want to know more (review résumé)
- Move the reader to take action (schedule an interview)

### **Advantage of Connections**

Letters provide the **freedom to make connections** between experiences that are simply not possible in the context of a résumé. Your letter provides the platform for you to highlight the strengths that emerge from your diverse experiences (time management, creativity, leadership, etc.) Think about what the employer wants and use your cover letter as a “**connector**” between those desired skills and your talents/experiences. Research the employer and “**match**” the language they use in the job description. Demonstrate to the employer that you possess the skills they seek.

### **Format**

#### **How long should the letter be?**

A cover letter is often one page and 3-5 paragraphs single-spaced. For some positions, namely academic libraries and archives, it may be necessary to have two full pages to properly address the requirements in the job description. Typically, requirements must be addressed in either the résumé or cover letter for you to score an interview.

### **Structure**

#### **I. Introduce & Connect**

Catch the reader’s attention. What makes you uniquely qualified? Why should I keep reading? Intrigue the reader with something special about yourself or a compelling reason why you want this position.

Establish a connection to the company by tying together your interests to their needs. Express your interest in the organization and why you are interested in this particular kind of work. Emphasize your knowledge about the organization and your familiarity with the industry.

Think of this business letter like any academic paper you have written where you developed a *thesis* and supported it. Create a self-thesis that asserts your value up front and then support this *self-thesis* throughout the rest of your letter with the evidence from your experiences.

**Self-thesis example:** “My technical acuity, project management skills and experience in a top-tier research library will allow me to design effective user interfaces as your UX Librarian.”

Introduce yourself (university, degree, major/focus, graduation date). State the position for which you are applying and how you learned of the position (if it is interesting). Mention informal connections if any exist. If someone has referred you, include that person's name at the beginning of your introduction.

## II. Sell

Use a job description to match your skills to the required qualifications and emphasize the relevant experience, qualities, and skills that make you a valuable asset to the employer.

In the “selling” paragraphs your goal is to **support any assertions** you made in your self-thesis with concrete evidence from your experiences. It is often best to **organize the paragraphs** by the most valuable **skill sets** to position (since your résumé has already accounted for your history).

Weave your varied experiences throughout the paragraphs to show how you have developed the “wanted skills” in multiple environments both through work experiences and coursework.

## III. Close the Deal

Draft a concluding statement about your qualifications as a candidate (i.e., restate your thesis). Tell the reader that you would like to further address your qualifications in an interview; be confident and assertive in your desire to be considered as a serious candidate. If applying for a position in another city and you plan to be in their area in the near future, include the dates and make it sound easy for the reader to meet with you. Express your appreciation for their consideration and how you can best be reached (email, phone, & availability).

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## Cover Letter Examples

Reviewing cover letters in isolation is futile as their strength can only be determined in conjunction with the job description the letter addresses. The following section contains actual job postings and the cover letters (identifying information modified) that were successful in scoring interviews. The job postings are first with the corresponding letters directly after; all examples have corresponding numbers.

### Posting Example #1 – School Librarian/Media Specialist

#### Qualifications and duties include:

1. Work closely with faculty and students to develop and integrate information, technology, learning resources, and research skills into the curriculum
2. Partner with Technology Director to integrate Media Literacy Standards throughout the curriculum
3. Provide training in media technologies
4. Maintain and oversee the library and ensure a space that is engaging, inviting and encourages a love of reading
5. Supervise parent volunteers
6. Teaches best practice in research tools, critical analysis of sources, citation, and ethical use of materials
7. Maintain and advance the library’s collections, including digital information sources and databases; evaluate, weed, and donate books from the collection
8. Oversee the library circulation services, databases, budget, and facility
9. Coordinate with teachers the use and scheduling of materials for classroom instruction

#### Requirements:

Master's degree in Library and Information Science from an ALA-accredited university required; experience in a K-8 library preferred.

## Letter Example #1 – School Librarian/Media Specialist

1125 Rio Grande  
Austin, TX 78701

March 19, 2010

Selective Private School  
4600 Bee Cave Road  
Austin, TX 78746

Dear Selection Committee:

I am passionate about educating children and have been teaching at a small private school for the past two years. I was excited to learn that Selective Private School will be looking for a *Librarian/Media Specialist* since this is the opportunity I have been waiting for since I completed my Masters of Science in Information Studies at the University of Texas at Austin in 2008. During my graduate studies, one of my most memorable courses, “Electronic Resources for Children and Youth,” was taught by a private school elementary librarian, Ms. Smith, who stressed the importance of teaching information literacy in order to provide students with the tools they need to become critical thinkers. The topic of information literacy resonated with me and I see the librarian as the catalyst for literacy efforts in schools.

As an elementary teacher with a library science educational background, I am already actively engaged in supporting my own curriculum so the transition to supporting your faculty would be virtually seamless for me. I have also become the go-to person for book ideas among the primary teachers at my current school. This has reinvigorated my interest in collaboration and working with faculty members and students to create an integrated curriculum and teach best practices. Additionally, maintaining a web page for my classroom to communicate my ideas and intentions to students, parents, and colleagues has honed my aptitude for technical endeavors and written expression. My previous role as a volunteer coordinator for a non-profit here in Austin taught me how to capitalize on a person’s interest to create investment and commitment, which has been invaluable in my interactions with parent volunteers at my school and will likewise be at Selective.

Knowing that I intended to provide literature-based instruction for my students, my first task as a new teacher was to set up my classroom library. I modeled this library on the reading nook that I have in my own home. I was striving for just the right blend of cozy and inviting with organized and accessible. Based on how frequently books are flying off the shelves in my room, I think I succeeded.

Thank you for considering my application. Selective School’s commitment to academic excellence is well known and I would be delighted to be a part of a community of educators who pride themselves on celebrating each child as an individual.

Sincerely,

Top iSchool Talent

## Posting Example #2 – Corporate Librarian

Ravens, Inc. is seeking a high-energy, creative Technology Librarian to establish best-in-class systems and processes and manage documentation and information resources. The librarian is responsible for managing a technology library of books, journals, and periodicals and coordinating all internal websites (blogs, wikis, etc.) used for technical discussions. You will work to improve these sites and promote their adoption and use throughout the company.

The Technology Librarian should have an MLS degree from an ALA-accredited program; minor in computer science or similar field is a big plus.

Energy, drive, and outgoing personality are high on the list of requirements. This position requires excellent communication skills; the ability to work collaboratively in a team environment; and knowledge of library operations and Microsoft applications. Experience with digitization projects, web-authoring tools, and adaptive technology is a plus. The successful candidate will have demonstrated knowledge of current and emerging trends, issues and best practices in digital library initiatives and projects, and the technologies used to support those initiatives.

Ravens, Inc. is recognized worldwide as a leading supplier of signal processing components for audio and energy applications. Founded in 1984 with headquarters in Portland, Maine, Ravens, Inc. is fabless, and has more than 1,000 patents that are key to our more than 700 products serving more than 3,000 end customers globally.

## Letter Example #2 – Corporate Librarian

Annabel Lee

1616 Guadalupe Street – Austin, TX 78704

alee@thesea.com – 512.555.5555

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*Via Electronic Submission*

Ravens, Inc.  
Human Resources  
7777 Chillingstown Lane  
Portland, ME 14101

May 14, 2010

Dear Ms. Edgar and Selection Committee:

### **RE: Requisition ID: 0013, Corporate Librarian**

As an innovative, technically skilled, and service-oriented information professional, I am excited by the possibility of joining your team as a Corporate Librarian at Ravens, Inc. I have just completed my Masters of Science of Information Studies from the School of Information at the University of Texas at Austin (an ALA-accredited institution). In my graduate studies, I focused on understanding and serving library users, digital libraries, and emerging trends in new technologies. In addition to my academic credentials, I bring enthusiasm, creativity, technological fearlessness, and four years of relevant experience.

As the current “face” of the iSchool, I welcome all visitors, faculty, students, and their questions with a smile and an answer; my positive nature and high-energy approach is characteristic of the way that I engage with people and challenges. Having worked in both traditional libraries as well as the fast-paced intellectual property environment, I understand the importance of providing easy access to organized resources and effective utilization of complex information systems. I have made working with Web 2.0 technologies, databases, and digital libraries an integral part of my graduate studies, and I am prepared to confidently assess, optimize, and manage their use and implementation. Several of my collaborative projects have given me the opportunity to create practical web applications, develop wikis, and create online instructional materials, all in an effort to implement tools that connect users with the information that they need to be successful.

I know that merely creating the tools or having the technology library is not enough; employees need to understand how to use these tools and that these systems and resources are available in the first place. Training, support, and advocacy are necessary roles that any librarian must be prepared to take on, and I am ready to address these challenges with vigor.

Thank you in advance for your time and consideration. My experience and background make me an ideal candidate for the Corporate Librarian position, and I look forward to meeting with you to discuss how I can become an integral part of your team at Ravens, Inc.

Best Regards,

Annabel Lee

### Posting Example #3 – Marketing Research Analyst

#### Job Description:

Global law firm, has a unique and exciting opportunity available for an experienced Marketing Research Analyst. Under the supervision of the Research and Intelligence Manager and as a member of the wider Research Department, the incumbent works closely with our Marketing Department and senior management to conduct research and analysis of companies, industries, markets, and competitors and deliver meaningful insights in concise and compelling ways. The position requires independent thinking, attention to detail, strong oral and written communication skills, and effective management of time in a fast- paced environment. The ideal candidate will also have the ability to work well in a virtual collaborative environment and on a flexible work schedule.

#### Responsibilities include:

- Research, analyze, synthesize, and distill complex facts and data into meaningful and actionable intelligence, and create comprehensive, analytical reports of research findings for various business development and marketing purposes;
- Analyze prospective and current clients, and forecast potential legal developments and business opportunities to determine if the firm's capabilities match well with potential legal needs;
- Synthesize research findings to create company profiles, industry overviews and biographical summaries for client meetings, pitches, RFPs, etc.;
- Create alerts and newsletters to monitor business development opportunities;
- Coordinate and collaborate with members of a virtual team on large scale projects;
- Monitor clients, industries, competitor law firms, and global economic, political and regulatory events using subscription databases, newsfeeds, Websites, journals, etc.
- Build trust and respect with Marketing staff, attorneys and other research staff;
- Perform other duties as required

#### The successful candidate will have:

- MLS or equivalent required; JD preferred
- 2- 3 years of law firm or professional services experience;
- Proven analytical abilities to review information and evaluate its reliability, completeness, relevance, and importance to the assignment;
- Proficiency in searching and extracting information from databases such as Monitor Suite, Capital IQ, OneSource (Avention), Bloomberg Terminal, Bloomberg Law, Lexis.com, Westlaw, etc.;
- Demonstrated proficiency in Word, Excel, PowerPoint and Adobe Acrobat;
- Strong interpersonal, verbal, and written communication skills;
- Strong time management skills and ability to multi- task;
- Demonstrated ability to work independently and collaboratively in a virtual team environment, manage multiple tasks simultaneously, complete detailed work accurately and with minimal supervision

### Letter Example #3 – Marketing Research Analyst

Dear Ms. Smith:

As an information professional in the legal field, I am intrigued by your Marketing Research Analyst position. My strong interpersonal skills and years of experience in information analysis, data evaluation and research synthesis indicate that I would be an excellent candidate.

My time as a business valuation analyst required comfort with extensive knowledge gathering ranging from site evaluations of companies, to reviewing financial information and business plans, to investigating competitor advantages. Mining the tricky divide between qualitative and quantitative analysis was essential as independent valuation depends on forecasting returns on known assets and risks--assessing intrinsic and hypothetical value, all of which can change at any time.

Trend analysis was also part of my role as a librarian co-op at IBM Austin. Inventors and business development leaders sought up-to-the-minute information from reputable resources and required continual refreshing of the library's holdings.

My current position affords me the opportunity to continue honing my research skills as I work closely with all levels of the state's judiciary in monitoring and improving data sets required by state statute. I respond to information queries from judges, clerks, legislators, the media, and members of the public in relation to this complex, fluctuating data. My 10 years of experience in editing and publishing provide a unique perspective as to the delicate balance required when producing detailed, fact-driven information, such as the annual Statistical Report for the Texas Judiciary, which reaches a large and varied audience. I excel at drilling down to details while also being able to keep a keen perspective on the big picture, a skill set I think you need in this Research Analyst position. I would be happy to provide more specific examples of how I manage these two ends of the data spectrum in an interview.

I would appreciate the opportunity to expand on my experience and my enthusiasm for legal and business analytics at Global Law Firm. Thank you for your time and consideration.

Best Regards,

Experienced Librarian



## **Posting Example #4 – Instructional and Electronic Services Librarian**

Description: Instructional and Electronic Services Librarian  
Ten-month, tenure track, Assistant Professor.

Coordinate with other librarians and classroom faculty to encourage, develop, facilitate, and assess integration of library/information literacy initiatives within both the general education program and the majors.

Provide extensive instruction of patrons in the use of library resources within the context of an undergraduate liberal arts college. Provide general reference assistance (10-15 hours each week including one evening).

Assist in maintaining the library's web site, including remote database and resource access.

- = Candidate must possess up-to-date knowledge of, and experience with, computer technology and its application in an academic setting.
- = Participate occasionally in the college's interdisciplinary, values-oriented general education program.
- = Position liaisons with the creative arts faculty regarding service needs and resources.
- = ALA approved M.L.S. or equivalent degree required.

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## **Letter Example #4 – Instructional and Electronic Services Librarian**

### **MANDY LIBRARIAN**

6000 Duval Street Apt. 102 \* Austin, TX 78751 \* (561) 444-5666 \* [mandylibrarian@gmail.com](mailto:mandylibrarian@gmail.com)  
[www.mandylibrarian.com](http://www.mandylibrarian.com)

October 28, 2011

Dear Mrs. Gill:

I hope to apply my passion for creating information literacy programs as your Instructional and Electronic Services Librarian at Pharmacy College. I will complete my Master of Science in Information Studies from the University of Texas at Austin (ALA-accredited) this spring. With two years of instruction and reference experience in academic libraries, strong technical skills, and a proven commitment to lead groups and foster communities that achieve goals, I believe you will find me to a good fit for your team.

As a Teach for America fellow for two years, I was heavily steeped in the best practices for curriculum development and instructional delivery. This experience has translated directly to my ability and desire to lead library instruction sessions. Working within the Information and Research Services department at UT Austin's main library, I have taught Introduction to the UT Libraries classes and have assisted with our EndNote for Macs class. I will continue to teach these classes during the spring and start a Zotero class as well. I am currently coordinating with a colleague to design, develop and facilitate a class on Mendeley, a bibliographic citation tool. Additionally, I have created curriculum for and have given introductory tours to the library. During these tours, I orient patrons to the library and instruct them on library resources. I feel comfortable presenting in front of a class or group and I'm adept at reframing explanations, incorporating

new educational technology, as well as adapting to technical glitches. Given Pharmacy College's focus on library instruction, I could use my skills to teach library instruction sessions and create course guides.

Though I enjoy working with groups, the one-on-one problem solving that occurs during reference is always a fun and rewarding part of librarianship. I provide online and in-person reference assistance to students, staff, faculty, and the general public daily. I regularly answer ready reference as well as in depth research questions and am skilled in using our numerous databases including ARTstor and Oxford Reference. I often teach undergraduate students how to use the library resources as we search together and feel that reference is an extension of literacy and instruction initiatives. I was especially excited to learn about Pharmacy College's Outreach Librarian Program, and its ability to extend information about library services to those students who do not come to the library and may need it the most. I have also taken on the initiative to train staff members in the UT Libraries community on current reference topics. At our last Reference Showcase, I co-presented about using Web of Science and Publish or Perish to create citation reports. Additionally, I have presented on the effect of Resource Description and Access (RDA) on reference services at a Research and Information Services staff meeting.

I enjoy problem solving and learning new technologies that can be used for instruction, reference, and promoting resources. I have taught myself how to update pages using Drupal and how to create Web pages by modifying the HTML and CSS. Additionally, I have created and maintained blogs using Wordpress. I have helped promote the Hearts of Texas fundraising campaign for the UT Libraries by maintaining the Hearts of Texas Website and by creating a blog, which allows all staff members to update and immediately populate information within the main Web page. I also use Camtasia Studio to create tutorial videos and have trained a colleague on the software. I develop QR codes to promote the videos and allow users to access them at the point of need. I could utilize these skills by adding to the two tutorials, which are listed on the Pharmacy College Library Website. As a co-director of the ALA/TLA Student Chapter, I use Web 2.0 technologies including blogs, Facebook, e-mail LISTSERVs, and Twitter to advertise our events. As a teacher, I regularly integrated new technology into my classroom including document cameras and promethean boards. In the spring, I will create a Content Management System for an elementary school library as the culminating project for my degree. My Web page, [www.mandylibrarian.com](http://www.mandylibrarian.com) has samples of my work and evidence of my Website building skills if you are interested in seeing more.

I enjoy acting as a liaison between different groups and committing to professional service. This summer, I worked with the seven other student group leaders at the UT Austin School of Information to propose and initiate the first annual Student Welcome Week for our 85 incoming students. By coordinating with each of the seven student groups, we were able to collaboratively hold events leading up to the first day of classes. I plan to increase my role in the American Library Association and have just been appointed to a committee in the International Relations Round Table. I also plan to continue my service by presenting research. I have currently presented at the School of Information Technology Showcase and at the Sunshine State Teachers of English to Speakers of Other Languages (TESOL) Conference.

I look forward to hearing from you. Should you have any questions regarding my skills or qualifications, please feel free to call me at 561-444-5666 or e-mail me at [mandylibrarian@gmail.com](mailto:mandylibrarian@gmail.com). I will be in Virginia for the winter holidays and could easily come down to meet in person. Thank you.

Regards,  
Mandy D. Librarian

## **Posting Example #5 – Public Services Librarian (special collection)**

Martin-Caruana Memorial Library invites applications and nominations for the position of Public Services Librarian for the Portswood Research Collection (PRC). The library seeks to build its professional staff by recruiting talented, energetic librarians interested in shaping the future of Vanmetre. The PRC Public Services Librarian will combine a strong service-orientation with an interest in collection development, outreach, and reference to ensure that PRC maintains and builds upon the high level of patron service for which it is renowned.

### **Position Description**

The Public Services Librarian will help coordinate all aspects of PRC reference services, including reading room management, outreach, and instruction; serve as a member of the PRC collection development team with special responsibilities for print and ephemera; develop reference expertise in Portswood studies including the arts, humanities, and sciences; supervise stacks maintenance; serve as a liaison to Technical Services and Web Services; and other duties as assigned. Supervises student workers as needed. Includes some weekend duty. Reports to the Head of the Portswood Research Collection.

### **Qualifications**

#### **Requirements:**

- = ALA-accredited MLS/MLIS or equivalent; or, an advanced degree with comparable professional-level work experience in a state-focused Special Collections library;
- = ability to work independently and as part of a team;
- = attention to detail;
- = excellent verbal, written, and organizational skills;
- = ability to work collegially and constructively with others.

#### **Preferred:**

- = ALA-accredited MLS/MLIS or equivalent with a specialty in special collections or archives;
- = work experience in a state-focused Special Collections library; experience using the cataloging and collection development modules of an integrated library system, especially Ex Libris Voyager;
- = experience with collection development, especially in a rare books or special collections setting;
- = an understanding of archival arrangement and description;
- = working experience in an ARL library;
- = familiarity with CONTENTdm, Archon, DACS, EAD, and HTML; record of contributions to the library or archival profession; scholarly or creative contributions to any aspect of Portswood arts, humanities, or sciences;
- = reading knowledge of French or Spanish.

## Letter Example #5 – Public Services Librarian (special collection)

**Delphina Brisko**

1616 Guadalupe, Austin, TX 78701 - 555-555-5555 – dbrisko@ischool.utexas.edu

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June 9, 2010

Penney Raudales  
Vanmetre University  
Martin-Caruana Memorial Library  
100 Main St.  
Portswood, TX 78701

Dear Ms. Raudales:

Having previously lived in Portswood for ten years, I developed both an affinity for and deeper understanding of the town's rich cultural heritage and history. I recently completed my master's in Information Studies and the prospect of returning to serve a renowned private institution while also contributing to the town of Portswood is exciting. My background in humanities, Spanish, and archives makes me an ideal candidate for the Public Services Librarian position with the Portswood Research Collection at Vanmetre University.

My passion for historical documents, experience with archives, and technical reference proficiency will allow me to help facilitate research conducted by library users. I utilized ANCS+ and OpenCollection to catalog archival objects with appropriate metadata while interning with the National Park Service and volunteering at the Neville Feighan Research Center. This past year, I taught fellow graduate students how to use HTML and CSS to build web pages as an IT Lab Teaching Assistant, and provided one-on-one assistance to help students master technologies related to libraries and archives.

My graduate studies included courses in archives and library science, records management, rare books, special collections, preservation, and organizing information using EAD, XML, and MARC. In one class, I focused my final paper on ephemera in rare book libraries and special collections. As part of this position includes special responsibilities within the Portswood Ephemera Collection, I feel especially prepared for the preservation, reference services, and singular knowledge that these materials require. I am also an enthusiastic leader and served as Vice President of my school's chapter of the Society of American Archivists in 2009, during which time I helped plan Archives Week events and led multiple outreach activities.

I have already contributed to the profession by presenting a session on my digital archive project in DSpace at the Society of Southwest Archivists convention this past April and producing a poster presentation at the Society of American Archivists annual meeting in 2009. I would continue to develop scholarship at Vanmetre.

Thank you for your time and consideration. Working at Vanmetre University's Martin-Caruana Memorial Library would be the perfect opportunity to use my knowledge of archives, humanities, history, and technology to enhance patron services. I look forward to further discussing in person how I might use my qualifications positively within the Portswood Research Collection.

Best regards,  
Delphina Brisko

## **Letter Example #6 – Research University Librarian I - Librarian for First-Year Programs**

### Purpose

To support the development of information literacy skills for students in their first year at the University.

### Essential Functions

Provides information literacy instruction through in-person or online sessions, research guides, tutorials, assignments/exercises and consultations and collaborations with faculty and teaching assistants. Serves as liaison to the School of Undergraduate Studies (UGS), to include coordinating library involvement with the Signature Courses program and the Freshman Interest Group program. Coordinates library involvement with other campus programs aimed at new students, including the Summer Orientation program. Provides expert research assistance to UT Libraries users. Manages information literacy content on the Web, including the Information Literacy Toolkit and How-to Guides for undergraduates. Works closely with Teaching and Learning Services on departmental projects. Serves on Libraries and University committees and working groups, including a Libraries-wide instruction learning community.

### Marginal/Incidental functions

Other related functions as assigned.

### Required qualifications

MLS from an ALA accredited graduate program. Experience planning and teaching library instruction sessions to undergraduates. Experience creating library instruction materials such as tutorials, research guides and assignments. Demonstrated interest in and knowledge of the first-year experience and current trends in information literacy instruction. Strong service orientation with a demonstrated commitment to public and customer service. Experience providing reference service in an academic library. Evidence of excellent communication, writing, public speaking, teaching, interpersonal and analytical skills. Proven ability to simultaneously manage multiple projects and work cooperatively and collaboratively in a fast-paced, team-oriented and student-centered environment. Demonstrated willingness to respond to new opportunities with initiative, creative energy and leadership. Equivalent combination of relevant education and experience may be substituted as appropriate.

### Preferred Qualifications

Experience collaborating with faculty on information literacy initiatives. Experience liaising with an academic department. Experience assessing student learning. Experience managing a program. Experience mentoring people to teach.

### Working conditions

May work around standard office conditions Repetitive use of a keyboard at a workstation Use of manual dexterity Work under stress, work as team member and work independently. Ability to work on multiple, overlapping projects. Commitment to provide excellent customer service.

## Letter Example #6 – University Librarian for First-Year Programs

February 3, 2015

Major Research University  
Their Address

Dear Search Committee:

As a teaching librarian with an in depth knowledge of the Major Research University (MRU) library system, I am the ideal candidate for the Librarian for First-Year Programs position. My background as a service-focused manager of reference services and a departmental liaison will help me be a collaborative asset to the university libraries, but it is my passion for information literacy in the first-year experience that will allow me to excel in this position.

The Teaching and Learning Services Department requires a candidate well-versed in instruction and I have over four years of teaching experience including a middle school environment and library instruction at two universities. As an Assistant Professor at Georgia University (GU) I spend much of my time teaching, planning, and assessing my sections of a for-credit information literacy course. In teaching this class, I have gained a greater awareness of pedagogy and the practice of teaching information literacy, as well as the constellation of knowledge and abilities that make an information literate student. I have also been fortunate to be part of a highly collaborative department where we are currently working on incorporating the new Framework for Information Literacy into our course learning outcomes. Last summer I attended ACRL's Immersion Teacher Track, which built upon the foundation laid by my previous experiences and education and has made me a more effective and thoughtful teacher, in addition to extending my network of instruction librarians. I will bring these knowledge assets to my work when collaborating with the instruction and learning community and when interacting with faculty and students.

As a teacher with experience both in secondary and higher education, I have a special interest in freshmen. I've seen the environment these students are coming from and I have taught students at all levels of the undergraduate experience. Because of this, I have come to firmly believe that students need to be exposed to information literacy topics in their first year of college or they develop habits and mindsets that are later difficult to alter. At GU, I have had the opportunity to work with freshmen in my class and through my work with the "Ignite" program for academically at-risk first-year students. One of my fondest memories of instruction is teaching summer orientation sessions - the excitement those students feel to get started with college is infectious, and is ripe to be channeled into something productive - like becoming more information literate. Capitalizing on the relatively open attitudes of incoming freshmen is so important and I would be excited to foster information literacy at your university.

In addition to my instruction work, I am responsible for co-coordinating our reference services and I approach this management role with a service-minded mentality. Previously, library users had to schedule appointments and wait to get reference help so our first act as reference coordinators was to transition our faculty librarians back to on-desk reference shifts. We also worked with the Access Services Department to

revive the library's Public Services Committee, which has allowed collaboration across departments and resulted in better service for our users.

Additionally, we developed a new training program for our student workers where we leverage veteran student knowledge by mentoring peer trainers and giving them opportunities to take on leadership roles. Supervising students has given me even greater insight into the undergraduate development experience.

Though teaching and co-managing reference are the most important aspects of my current job, I also have experience as a Liaison. At GU, I work with two other librarians to provide library services to the College of Education and I am the sole liaison to the Department of Criminology. I am an outgoing person who understands the importance of outreach so I have worked to establish relationships with faculty from other departments, and would be excited to do the same as the Librarian for First-Year Programs at Major Research University.

Major Research University Libraries will always feel like home to me; the experience I gained and relationships I forged working at the Johnson Library shape my professional life. I would be proud to become a part of and this world-class library system, and to work with a team that I know to be innovative and user-focused, values that I internalized at MRU and have championed ever since. I hope to hear from you soon.

Best,

Teaching Librarian Extraordinaire