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Sumner, WA 12345
(555) 867-5309
e-mail : WandaJ@hotmail.com

July 1, 2001

Megan Thornberg
Regis County Library System
1212 Disc Drive
Seattle, WA 12345

Dear Ms. Thornberg,

I am writing in regard to your ad which is currently in the Seattle Times newspaper. I believe that I am an excellent match for the Library Clerk position. I have worked in various libraries for the past 8 years and have enjoyed the work very much.

I am currently studying Library Science at the University of Washington. I find the classes very enjoyable and I have a high grade point average. I have excellent references from professors. I expect to graduate this coming spring, in May of 2002.

In my library jobs I have demonstrated strong customer service skills. I understand the need for a clerk to be flexible and accommodating to library guests, even when he or she is busy with other tasks. It gives me pleasure to help others enjoy the library and it's resources.

I have excellent computer skills for data entry and bar coding. I am also very good at caring for various media such as books, magazines, discs, microfiche, videos, and newsprint. I also have experience with administrative tasks such as preparing mailings and answering the telephone.

I look forward to hearing from you about this position. I would like to speak with you about my career goals in the library field and my experiences working in different libraries. I think the Regis County Library System maintains some of the best libraries in the state, and I look forward to discussing how my skills could enhance and improve upon what has already been accomplished. Please contact me at the address above or at (555) 867-5309.

Sincerely,

Wanda Jobs

encl: resume