

# Letter of Interest

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Library Name]

[Library Address]

[City, State, Zip Code]

**Dear [Hiring Manager's Name],**

I am writing to express my interest in the Library Outreach Coordinator position as advertised on [where you found the job listing]. With a strong background in community engagement and a passion for promoting literacy and lifelong learning, I am excited about the opportunity to contribute to [Library Name].

In my previous role at [Your Previous Organization], I successfully developed and implemented outreach programs that increased library usage within underserved communities. My experience in collaborating with local schools, non-profit organizations, and community leaders has equipped me with the skills needed to effectively promote library services and enhance community relationships.

I am particularly drawn to this role because of [specific reason related to the library's mission or values]. I am committed to fostering an inclusive environment that meets the diverse needs of community members and encourages active participation in library programs.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my experience and vision align with the goals of [Library Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Sincerely,

[Your Name]