

Your Name
Your Address
City, State, Zip Code
Your Email
Your 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 Special Collections Librarian position at [Library Name], as advertised on [where you found the job listing]. With a Master's degree in Library and Information Science and over [number] years of experience in managing special collections, I am excited about the opportunity to contribute to your esteemed library.

My background includes extensive experience in curating, preserving, and promoting special collections, including rare books, manuscripts, and archival materials. I have successfully [mention any relevant achievements, e.g., "led outreach programs that increased public engagement with rare collections"]. I am particularly drawn to this position due to my passion for [specific aspect of the library's collection or mission], and I believe my skills would be an asset to your team.

I am eager to bring my expertise in [mention relevant skills, e.g., digitization, cataloging, public programming] to [Library Name] and collaborate with other professionals in the field to enhance the library's services and collections. I am impressed by [mention any specific projects or initiatives of the library] and would be thrilled to be part of such innovative work.

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

Sincerely,
[Your Name]