

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 Library Assistant position at [Library Name], as advertised on [where you found the job listing]. With my background in customer service and a strong passion for promoting literacy and information access, I am excited about the opportunity to contribute to your team.

I have previously worked in [mention relevant experience or job position], where I developed strong organizational and communication skills. I am adept at assisting patrons, managing library collections, and conducting workshops to engage the community in reading and educational programs.

I am enthusiastic about the possibility of bringing my unique skills to [Library Name] and supporting its mission to enhance the community's access to information and resources. I look forward to the opportunity to discuss how I can contribute to your team.

Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,
[Your Name]