

# Expression of Interest

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to express my interest in the Library Assistant position as advertised on [where you found the job listing]. I am enthusiastic about the opportunity to contribute to your library and support its mission of fostering a love for reading and learning within the community.

I have [number] years of experience working in libraries, where I developed strong organizational and customer service skills. My background includes assisting patrons with inquiries, managing circulation, and maintaining a systematic cataloging system. I am proficient in using library management software and thrive in a collaborative environment.

I am particularly impressed with [mention any specific program or aspect of the library], and I would love the opportunity to be part of your team to help further these initiatives.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your library as a Library Assistant.

Sincerely,

[Your Name]