

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

Hiring Manager
Library Name
Library Address
City, State, Zip Code

Dear Hiring Manager,

I am writing to inquire about potential employment opportunities for a library assistant position at your esteemed library. With a strong passion for literature and a commitment to supporting community literacy programs, I believe I would be a valuable addition to your team.

Having experience in customer service and a background in library sciences, I am familiar with cataloging, information retrieval, and assisting patrons with their needs. I am eager to contribute to the excellent services your library provides.

Could you please inform me if there are any current or upcoming vacancies for this position? I would appreciate any information regarding the application process as well.

Thank you for considering my inquiry. I look forward to the possibility of contributing to your library's mission and hope to hear from you soon.

Sincerely,
Your Name