

Dear [Hiring Manager's Name],

I am writing to submit my application for the Library Assistant position at [Library Name] as advertised on [where you found the job listing]. I am excited about the opportunity to contribute to your team and support the valued services provided by your library.

With my background in [Your Relevant Experience or Education], I believe I possess the skills and dedication needed to excel in this role. I am passionate about promoting literacy and lifelong learning, and I have the ability to assist patrons with their information needs efficiently.

Attached is my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Library Name]. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]