

Cover letter for a Reference position that includes teaching and managing ILL

Your name

Address

Inside address

You can do block or indented form

Dear Mr. xxxxxx,

I was very pleased to see the announcement for the Reference Librarian position at xxxxxxxx University as advertised in

As a Reference Intern at Jackson Library I have enjoyed working several hours each week at the Reference Desk assisting students, faculty, staff, and members of the community with reference questions on a wide variety of topics. In addition to my desk time I handled chat and telephone reference questions. This past year the staff at Jackson Library handled over 90,000 questions in every subject discipline using books, databases, government documents, and more than 45,000 electronic journals. Librarians and Interns provide instruction for over 400 databases including those offered through NCLIVE as well as such vendors such as EBSCO, InfoTrac, and Lexis-Nexis. You indicate that xxxxxxxx University has strong programs in business, education, sports management, and biology. At UNCG undergraduates and graduates from those disciplines are some of our most frequent library users so I definitely have a solid grounding in answering questions in those areas.

Last summer I worked with the Interlibrary Loan staff processing incoming and outgoing mail and preparing materials for online transmission. I enjoyed my time in that department and would welcome the opportunity to work with interlibrary loan operations again.

While my library instruction experience is not extensive I did conduct two training sessions for my fellow Interns on using databases. All of the Interns received some training in instructional methodology from the program supervisors. In addition, my internship experience involved developing a workshops and co-teaching some freshmen English classes so I feel very comfortable in front of a group and look forward to the opportunity of developing my teaching skills.

Thank you for your consideration of my application. My resume and a list of references are enclosed. If you need additional information please feel free to contact me by telephone or email. I look forward to hearing from you.

Sincerely,