

To: Human Resources Department, xxxxxx Community College
From: xxxxxx
RE: Part-time Reference Librarian position
Date:

I am applying for the position of part-time Reference Librarian which was posted on the xxxx Human Resources Employment website. My experience with and commitment to working with the public would make me an excellent addition to the staff of the library at xxxx.

I have extensive reference experience at both the college and public library levels through my work at UNCG and xxxxxx Public Library. I have helped students, faculty, community members, and distance learners face-to-face, over the phone, and through e-mail and chat reference and provided assistance to users at all levels, in various disciplines, including education, nursing, business, and criminal justice. In aiding users with their research, I have utilized a variety of resources including databases, web resources, and print materials. As part of my coursework, I created subject guides and handouts. Also, I have experience with web design and would be able to update the library's web pages and LibGuides if needed.

I believe that teaching is an essential component of my role as a librarian, whether it occurs one-on-one or in a classroom setting. As a reference intern I was able to team-teach classes for both new reference interns and undergraduate students. Among the classes I taught were sessions on government information and African-American studies. In addition, I studied information literacy as part of my internship and through an independent study on Information Literacy and Instructional Design.

Through the Computer Training Bridge Program at xxxx, I have taught computer classes including sessions on PowerPoint and computer basics, as well as provided general computer assistance during open lab times at two different library branches. In the latter capacity, I aided students with creating documents and spreadsheets, setting up e-mail accounts, and completing and submitting job applications and resumes.

I am excited about the prospect of joining the staff of xxxxxx libraries. My reference and teaching experience has prepared me to handle the responsibilities described in your position announcement. I would enjoy the opportunity to teach and interact with your library users on a daily basis to help them develop the skills that will enable them to succeed at xxxxxx and throughout their lives.

Thank you for considering my application. I look forward to hearing from you.