

123 School Lane
Union, KY 41091
859-384-1234

Your mailing address

Quadruple space

Personnel Manager
Boone County Library
123 Hwy U.S. 42
Union, KY 41091

Employer's Name or Job Title
Company's Address

To Whom It May Concern:

If you don't know the name of
the manager, use this greeting

Hello, my name is Jill Smith, and I am a junior at Randall K. Cooper High School in Union. I am writing to apply for the librarian assistant position. I have two years experience working in the school library, assisting the Media Specialist, Annie Nichols. My duties included organizing resource materials, answering phone calls, and helping students and teachers select books.

I am well-organized, highly motivated individual who enjoys working with others. I have strong communication and computer skills. I can type 65 words a minute and have working knowledge of Microsoft Word 2010, Microsoft Excel 2010, and Microsoft PowerPoint 2010. I also enjoy reading all genres and feel confident in helping others make good reading choices. In addition, I am involved in FBLA and STLP clubs, in which I have learned to work closely with others, demonstrating my leadership skills.

Attached is my application for your consideration. I hope to hear from you soon. I can be reached at 859-384-1234. Thank you for your time and consideration.

Best Regards,

Use an appropriate closing
(Sincerely, or Best Regards)
and select "return" four times
to allow space for signature

Jill Smith

Enclosure

This indicates that you
have enclosed an
application for the reader

1st paragraph: Introduce yourself, explain the position you're applying for, and point out related experience you have.

2nd paragraph: Continue to describe qualifications, highlight any relevant training or other experience that will benefit your desired position.

3rd paragraph: Close by thanking the reader and requesting to be contacted.