Name of the Applicant  
Contact details  
Email address

Date

Dear Hiring Manager,

I am pleased to write this cover letter for the position of Library Assistant. When I saw the advertisement that the library (name of the library) was looking for a person for the position of library assistant I knew I had to apply. I am always been a book worm. I have loved reading since my childhood. This love of mine for reading increased with age. I started exploring different types of books and comprehend the writing style of different writers. I love to grasp new concepts and read several motivational and self-help books. This is the reason I go to the library near my house every Sunday.

I am not only applying for this position of Library assistant only because of my love for books but I am skilled enough for the job also. This skill of mine comes from my previous experience as a Library assistant in (name of the library). I have worked as a library assistant in (name of the library) from (date) to (date). This gives me an experience of (time duration in years) of working at the position of library assistant. Due to my previous job as a library assistant I am well aware of all the responsibilities that a library assistant has.

I am extremely delighted to state here that the manager at (name of the previous library) was very happy with my performance. I was initially hired for the position of library assistant for a contract period of 4 months, but the hiring manager was so pleased with my performance and abilities that he recommended me to the higher authorities for a full-time job. After I became a permanent employee, I was given few more responsibilities other than the usual chores I used to do earlier. These tasks included assisting the new employees and training them for their duties. I also kept a check and balance on all the employees and kept a record of the performance of each employee.

Apart from these usual duties I also assisted the people who came to library in search of finding a book for their taste. I have always loved to discuss and recommend books to people. I am an extrovert by nature thus, it was always very easy for me to communicate with the people. I am also well aware of the way the database works therefore; I always helped the book lovers in using the catalogue. I encouraged people to explore the different books by different authors. As a book lover myself I completely understand what a good book can do in one’s life. Books are undoubtedly a person’s best friend.

I am not only skilled for the job, but I am also highly qualified. After my High school, I took admission in (name of the university) for doing my bachelor’s degree. I also stayed a member of the library cub of the university during my studies at university. After my graduation in (name of the subject) I at first thought of doing my masters in (name of the subject) from (name of the university). But fortunately, I received a scholarship for my higher studies from (name of the university). Hence, I did my masters from (name of the university) in (name of the subject). After the completion of my masters I did an internship in (name of the company or institute) at the position of (name of the position).

I am a lively person and would like to be considered for the position of library assistant at (name of the library). I would like to thank you for giving your time for reading this cover letter. I would like to share my past experiences with you. I also look forward to meeting the current employees of (name of the library). It would be an honor for me to work as a staff member in (name of the library). I look forward to the interviews. For any further query please contact me on the contact details mentioned.

Your sincerely,

Name of the applicant