TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter of Intent for Job

Dear Mr. Lee:

I am writing to express my strong interest in the position of library aide at Acme University, as listed on Monster.com. I am a recent college graduate with extensive library experience and a record of excellent written and oral communication. I believe I would be an ideal fit for this position at your organization.

I am skilled at communicating effectively with different people across various platforms. In my position as an administrative assistant at Longmont Library, I greeted dozens of patrons each day on the phone and in person. I also answered patron queries via email and social media. I received recognition from the circulation department head for my friendly demeanor, patience, and ability to communicate professionally with all patrons.

I am passionate about staying up to date with the latest library best practices. I have two years of experience working with some of the most widely used library management software, including Ex Libris and Koha. I am also familiar with the latest OCLC input standards.

I believe my experience, communication skills, and interpersonal abilities would make me a strong fit for this position. I look forward to speaking with you more about my qualifications.

Sincerely,

Olive Applicant