To Whom it May Concern:

It is with great pleasure that I present my application for a Library Media Specialist position. I am confident that my work in the field of education and my enthusiasm for integrating technology and information literacy into the curriculum will make me a valuable member of your team.

My resume highlights the experiences that have prepared me for this position, demonstrating my literacy, educational technology, communication and leadership skills. Most notably, are hands-on teaching experiences, including a full-time practicum at Galvin Middle School, pre-practicums in K-12 libraries and substitute teaching. In these positions, I nourished my natural ability to engage with students, sparking their interest in learning and aiding teachers with the adoption of new technology.

At Galvin, I gained practice in teaching literacy skills including web research, copyright ethics and information analysis, Internet safety, providing differentiated instruction based on varying abilities in response to intervention. I was praised for my ability to collaborate with teachers to integrate complimentary library skills into creative lessons relative to student interest, still meeting curriculum standards. In addition, I assisted the librarian with daily tasks, created resource pathfinders, promoted the busy library program, and analyzed the collection to increase circulation and reading interest.

In addition to teaching skills, my background in public relations, specifically my work with education technology clients including Novell, provides me with a unique understanding of how technology fits into the library media studies pedagogy. It is through this professional experience at SHIFT Communications that I learned the value of teamwork, time management, patience and flexibility – all valuable skills I will use when working with your team of teachers to encourage student innovation.

I welcome the opportunity to meet with you to discuss how my experience and enthusiasm will benefit your district as your new Library Media Specialist. Thank you for your consideration.

Sincerely,