

Date well before deadline

Search Committee
Academic Building
University of Perfect Job
Eden, STATE 11111

Greetings!

I am writing to express my interest in the Assistant Professor/Reference & Instruction Librarian (Communications & Outreach Librarian/Posting Number 123456) position currently open at University of Perfect Job and advertised on the Information Literacy & Instruction (ili-l) listserv. I am eager to talk with you about this position, as I believe my combination of Marketing Communications experience, library experience, and enthusiasm for the profession would make me a great addition to your team.

I received my MLIS from the University of Washington Information School (UW iSchool) in August 2009. Throughout grad school I served as a Graduate Staff Assistant (GSA) in the Reference and Research Division of the University of Washington Libraries where I worked in several capacities, including:

- In my position in Educational Outreach I provided service and instruction to library patrons accessing the libraries remotely by creating web-based tutorials using Captivate and instructional videos using iMovie.
- As a field researcher for the Odegaard Undergraduate Library, the busiest library in the UW Libraries system, I observed and provided reference and instruction as part of a broader goal of developing and recommending new service models for the library.

One of the core requirements in the UW iSchool's MLIS program is "Instructional and Training Strategies for Information Professionals." My work in this class provided me with a solid foundation and practical experience addressing information literacy standards, teaching methods and instruction designed to address different learning styles.

Before returning to school I worked as a Manager for Project Management and as a Marketing Communications Manager. In my role as Marketing Communications Manager for JanSport, Inc. I was responsible for advertising, public relations, and promotions for all (three) company divisions. Both management positions required excellent communication and time-management skills. I have exceeded expectations and goals in every job or position I have held.

I am greatly looking forward to working in an academic library where the creation of knowledge and contributions to the profession are supported and encouraged. I would be thrilled to bring my skills and abilities to University of Perfect Job and the Awesomest Library Ever. I have included

my C.V. and a list of three references. My writing sample is from an article published in American Libraries Magazine in September, 2008. After reviewing these items I hope you will agree that my experience and qualifications align with your needs. I would be most interested in discussing this position further so that we can determine if I would be a good fit for your team.

While my home is in Seattle, I am currently fulfilling family obligations in Norman, Oklahoma. The best way to reach me is by email or cell phone, both of which I have included below.

I look forward to hearing from you.

Best Regards,
Jen Waller
Jen's email address
Jen's phone number