

Date well before deadline

Ms. Hira Meepleez  
Human Resources Manager  
Perfect Public Library  
1234 Rainbow Lane  
Bunnies, STATE 11111

Ms. Meepleez,

I recently received my MLIS from the University of Washington's Information School, and I have nearly twenty years of management and supervisory experience. One of my short term goals includes moving back to the Midwest to be closer to family. I saw Perfect Public Library's job listing for an Assistant Branch Manager at the Bunnies Branch, and I am writing to express my interest. I believe my combination of education, experience, leadership ability, and enthusiasm for the profession would benefit Perfect Public Library and its community.

In my position as Manager of Project Management I built and led a team of 13-16 Project Managers who worked with complex workflows through multiple departments and locations. My leadership role continued in grad school where I was elected President of the Association of Library and Information School Students (ALISS). Throughout my professional and academic career I have been particularly focused on opening and sustaining communication between people. I enjoy listening to differing opinions and then working to devise solutions that satisfy all parties involved.

I was the recipient of the Information School's 2009 "21st Century Award." This award is presented to "*a graduating student who best embodies the future of our profession based on demonstrated leadership, contribution to the LIS community, well-roundedness, and a vision for the future.*" My membership in ALA and LITA, my online and social networking presence, and my passion for helping communities use appropriate emerging technologies are just a few of the ways I remain knowledgeable about library trends.

As the Marketing Communications Manager for JanSport I was part of a team that led the company to revenue increases of over 300% and to become a nationally recognized brand leader in its category.

I have included my resume, which demonstrates my experience working in libraries also. 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 which I have included below.

I look forward to hearing from you.

Best Regards,

Jen Waller  
Jen's email address  
Jen's phone number