

Date well before deadline

Ms. Gimme Achance
Idyllic Library System of Ruralness
1234 Main Street
Perfection, STATE 11111

Dear Ms. Achance,

I am writing to express my interest in the Idyllic Library System of Ruralness Manager positions advertised on the ALA JobList. I believe my combination of experience and enthusiasm for the profession would make me a great addition to your team.

Regarding the job qualifications:

- **MLS Degree from an ALA accredited school of librarianship ...:** I received my MLIS from the University of Washington Information School in August 2009.
- **Three years of related full-time work experience including supervisory experience ...:** I have nearly twenty years of supervisory and management experience – first as the Marketing Communications Manager for JanSport and most recently as the Manager of Project Management at Ivey Imaging. I believe a public library would particularly benefit from my combination of marketing and project management skills.
- **...and at least one year of related full time library employment:** In my work as a Graduate Staff Assistant in Educational Outreach for University of Washington Libraries I was particularly focused on providing library services online to distance students. As a Directed Field Work Researcher for University of Washington Libraries I spent three months immersed an “ethnographic analysis” of the undergraduate library in order to recommend new service models. I worked at these jobs while carrying a full school load, interning at a private culinary library, and while fulfilling several leadership roles at the Information School.

I have included my C.V., and 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.

I will be traveling to Boston for ALA Midwinter which may provide us with an opportunity to meet. 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