



HEIDI LIBRARIAN, MLS

1234 Elm Street • Somewhere, CA 90212

Home: 555-444-3333 • Cell: 555-444-3300 • Email: heidi@somelibrary.com

<Date>

<School District>

<Address>

<Address>

<City, State Zip Code>

Dear <Title> <Name>:

With a Master's of Library Science Degree, a Bachelor's degree in Elementary Education, as well as a School Library Media Specialist Certification, it is with a great deal of pleasure that I present my resume in response to the School Librarian/Media Specialist currently available with <School District>.

The enclosed resume will highlight my career accomplishments and showcase my expertise to effectively access, review, evaluate, synthesize, and communicate information in both traditional and creative formats, which I believe will be of value to your library/media program. My past experience has allowed me to become proficient in a number of useful forms of technology. In addition, I have developed fascinating lesson plans for teaching students and staff members how to use/implement these programs effectively and efficiently. I am passionate about the function of libraries and the effect they have on learning and student success. It invigorates me to watch students get excited about all of the wonderful library resources available.

One of my greatest strengths is maintaining a well-organized library that entices students to come in and enjoy selecting books to read. In the past, I designed a successful catalog system, which facilitated easier access to library materials. Furthermore, I am adept at helping individuals to identify, locate, and interpret needed information, while ensuring that students and staff members obtain the most appropriate and effective resources. I also possess exceptional communication, interpersonal, and problem-solving skills, enabling me to collaborate with a diverse group of individuals and resolve issues, technical or otherwise, in a prompt manner.

I welcome the opportunity to meet with you to discuss how my extensive media and librarian experience and skills would benefit <insert name of school district>. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Heidi Librarian

Enclosure