

SAMPLE COVER LETTER

June 7, 2017

2222 South Plaza Road
Girard, KS 66743

Ms. Betty Geier
Director of Personnel
Axe Library – Pittsburg State University
1701 South Broadway
Pittsburg, KS 66762

Dear Ms. Geier:

This fall I will begin attending Pittsburg State University as a freshman. I went to *PITT C.A.R.E.S.* last week and saw the job you posted in Gorillas4Hire for a Library Stacks Worker. Since I live locally, if you need someone to start working immediately or in August, I am available.

This position interests me because of my experience with Pittsburg High School's Library. Weekly it was my responsibility to make sure the books were put back on the shelf properly and in chronological order. During high school, I also worked in the summer for Walmart. This gave me a lot of chances to develop the skills needed to help people with locating product and answering any questions that they might have. The abilities gained from these previous jobs would help you and continue to give me more opportunities in a library setting.

Thank you for taking the time to consider my enclosed resume. You can reach me at 620-222-2222, after 5:00 pm, to answer any questions you might have or to set up an interview.

I look forward to meeting you.

Sincerely,

Jean Moore

Enclosure(s)