Olive Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · olive.applicant@email.com

September 1, 2018

James Lee

Head Librarian

Acme University

123 Business Rd.  
Business City, NY 54321

Dear Mr. Lee:

I am writing to express my strong interest in the position of library aide at Acme University, as listed on Monster.com. I am a recent college graduate with extensive library experience and a record of excellent written and oral communication. I believe I would be an ideal fit for this position at your organization.

I am skilled at communicating effectively with diverse people across various platforms. In my position as administrative assistant at Longmont Library, I greeted dozens of patrons each day on the phone and in person. I also answered patron queries via email and social media. I received recognition from the circulation department head for my friendly demeanor, patience, and ability to communicate professionally with all patrons.

I am passionate about staying up to date with the latest library best practices. I have two years of experience working with some of the most widely used library management software, including Ex Libris and Koha. I am also familiar with the latest OCLC input standards.

I believe my experience, communication skills, and interpersonal abilities would make me a strong fit for this position. I look forward to speaking with you more about my qualifications.

Sincerely,

Olive Applicant (signature hard copy letter)

Olive Applicant

Briana Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · briana.applicant@email.com

September 1, 2018

Brett Lee

Manager

Acme Sales

123 Business Rd.  
Business City, NY 54321

Dear Mr. Lee,

Throughout my 15 years of experience in sales and sales management, I have always been impressed with your company’s reputation for exemplary customer service and your excellent sales record. I believe my experience and sales knowledge would make me an asset to Acme Sales.

Qualifications and skills I bring to the table include:

* **10 years’ progressive experience** in retail sales management, consistently triggering year-over-year sales increases by **more than 15%** for each year of tenure.
* Proven **leadership and teambuilding talents**, successfully training and guiding teams of 20+ sales representatives to new levels of sales achievement.
* **Keen analytical and strategic planning skills** leveraged to control inventory/costs, reduce churn, and maximize sales productivity.

I would love to speak with you about how I can contribute to the sales team at XYZ Company. I will call you next week to arrange a time to discuss my qualifications further. I look forward to speaking with you.

Best,

Briana Applicant