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John Smith

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October 15, 2001

Mr. Jack Wilson, President
Acme Company
123 Elm Street
Anytown, ST 12345

Dear Mr. Wilson:

I will be graduating from XYZ University with a Masters in Library Science in May 2002 and am eager to begin my career working as a librarian in either a public or academic setting. I am interested in exploring employment opportunities with your organization and would be available for employment in June, 2002. My résumé is enclosed for your consideration.

My internships and part-time employment have increased my knowledge of library science considerably and have enabled me to make use of my education in a professional environment while attending school full-time. In summary, I have worked in several different library settings as outlined below:

- Three months experience as a library intern at the Anytown Public Library in Anytown, New York
- Two months experience as a library assistant in the Catalog Department at Anytown University's Main Library
- Six months experience as an archives assistant in the Anytown University Archives Department
- One year as a research assistant at XYZ University
- Eight months experience as an intern for the Anytown Town Hall historian

In addition to the above positions which required me to conduct research, maintain and update records, and deal extensively with the public, I also have about seventeen months of management experience acquired as an undergraduate working at the university's health and fitness facility. There, I was often called on to act as manager in the regular manager's absence and was placed in charge of training and supervising employees and resolving problems that arose at the facility during his absence.

I would appreciate the opportunity to meet with you to discuss your employment needs and my qualifications in greater detail. I may be reached at the number listed above. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

John Smith

John Smith

enclosure