

DAVID NGUYEN

Seattle, WA 98101 • (555)555-5555 • david.nguyen@monster.com

Aug 28, 2026

Dear Hiring Manager,

I am writing to express my interest in the Librarian position at City Library. With a Bachelor of Science degree in Library Science and 14 years of experience as a Senior Librarian, I have cultivated a deep passion for fostering literacy and community engagement while providing exceptional service to patrons.

Throughout my career, I have developed strong skills in research, information organization, and project management. My background allows me to curate diverse library collections that resonate with the needs of the community. I pride myself on my attention to detail and organizational abilities, ensuring that all materials are accessible and well-maintained for our patrons.

Collaboration has always been at the heart of my working style. I thrive in team environments where we can jointly develop educational programs and workshops that promote literacy. My excellent communication skills enable me to engage effectively with diverse audiences, ensuring an inclusive atmosphere within the library.

I am particularly drawn to City Library's mission of empowering individuals through access to information while promoting lifelong learning. The opportunity to contribute positively as part of such a vibrant community hub aligns perfectly with my professional values.

Thank you for considering my application. I look forward to discussing how my background can help further enhance the services offered by City Library while supporting its commitment to fostering love for reading and learning among residents.

Sincerely,
David Nguyen