

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Librarian

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Librarian position at Acme Corporation, as advertised on your careers page. As a recent graduate with a Master's degree in Library and Information Science, I am eager to contribute my skills and knowledge to your esteemed library team.

During my internship at the City Public Library, I successfully implemented a new digital cataloging system that improved the efficiency of our resource management by 30%. This experience not only honed my technical skills but also deepened my understanding of user needs and accessibility. Additionally, as a volunteer for a local literacy program, I organized workshops that encouraged community engagement and increased patron attendance by 25%. These experiences equipped me with the ability to balance administrative tasks with a strong focus on customer service, making me well-prepared for the demands of the Entry Level Librarian position.

I am particularly drawn to Acme Corporation's commitment to community outreach and lifelong learning. I am excited about the prospect of contributing to programs that foster literacy and information literacy among diverse populations. I believe my proactive approach and passion for promoting library services align well with your mission. I would love the opportunity to discuss how my background, skills, and enthusiasms can contribute to your team's success. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Taylor