

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Librarian

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Librarian position at Acme Corporation, as advertised on LinkedIn. With over five years of experience in library services, I have honed my skills to effectively manage resources and support diverse communities. I am excited about the opportunity to contribute to your team and help shape innovative library programs that meet the needs of patrons.

In my recent freelance role with the City of Springfield Public Library, I successfully developed and implemented a digital literacy program that increased patron participation by 40% within six months. By collaborating with local schools, I was able to provide workshops that equipped over 200 individuals with essential technology skills. Additionally, I streamlined the cataloging process using an integrated library system, which improved resource retrieval times for both staff and patrons, enhancing overall user experience.

I am particularly drawn to Acme Corporation's commitment to fostering an inclusive environment and providing access to information for all. My background in research and community outreach, combined with my passion for promoting lifelong learning, aligns well with your mission. I would love the opportunity to bring my expertise in user engagement and program development to your team.

I am eager to discuss how my experience and vision for library services can contribute to Acme Corporation's goals. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan A. Thompson