

Emily Thompson

January 16, 2026

Acme Corporation

RE: Librarian

Dear Hiring Manager,

I am excited to apply for the Librarian position at Acme Corporation, as advertised on your careers page. With a strong passion for promoting literacy and a commitment to fostering community engagement, I am eager to contribute to your team and enhance your library services. My extensive background in information management and user-centered service positions me well to support Acme Corporation's mission of providing accessible resources to all patrons.

In my previous role as a Reference Librarian at the City Public Library, I successfully implemented a digital cataloging system that increased the efficiency of our resource management by 30%. This initiative not only streamlined the user experience but also encouraged higher patron engagement by allowing users to easily access and discover new materials. Additionally, I developed and led several community outreach programs, such as a 'Diversity in Literature' series, which significantly increased participation among underrepresented groups by 40%, fostering inclusivity and a love for reading within the community.

I am particularly impressed with Acme Corporation's commitment to innovative library services and your dedication to community outreach. I believe my skills in program development and my ability to connect with diverse populations would be an asset to your organization. I would welcome the opportunity to further discuss how I can contribute to your team and support the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Emily Thompson