

# Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Librarian

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Librarian position at Acme Corporation, as advertised on your careers page. With a strong passion for information organization and community service, I am excited about the opportunity to contribute to your library services and support the diverse needs of your patrons.

During my time volunteering at the local community center, I developed and implemented a reading program for children aged 6 to 12. This initiative not only increased participation by over 50% in just three months but also fostered a love for reading among the participants. Additionally, I organized a community book drive that collected over 1,000 books, which were donated to under-resourced schools. These experiences have honed my organizational skills and provided me with a solid foundation in creating engaging programming that resonates with various audiences.

I am particularly impressed by Acme Corporation's commitment to lifelong learning and community engagement. I am eager to bring my collaborative spirit and innovative ideas to your team. I would welcome the opportunity to further discuss how my background in community service and project management can support the goals of your library. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation as a No Experience Librarian.

Sincerely,

Jordan Smith