

# Laura Thompson

January 16, 2026

Acme Corporation

RE: Relocation Librarian

Dear Hiring Manager,

I am excited to apply for the Relocation Librarian position at Acme Corporation, as advertised on your careers page. With a strong background in library science and a passion for facilitating access to information, I am eager to contribute my skills to your team and help streamline your relocation services for employees and their families.

In my previous role as a Reference Librarian at Citywide Public Library, I successfully led a project to enhance our relocation resources for new residents. By collaborating with local businesses and government agencies, I developed a comprehensive relocation guide that included essential information on schools, healthcare, and housing. This guide was well-received, resulting in a 30% increase in usage of our relocation services within the first year. Additionally, I organized workshops to educate staff on the specific needs of relocating families, which improved our customer service ratings by 20%.

I am particularly drawn to this position at Acme Corporation because of your commitment to supporting your employees' transitions. I also have experience in digital resource management, having implemented an online database that allowed users to access relocation materials remotely, significantly enhancing accessibility for those unable to visit in person. I believe these experiences will be beneficial in providing outstanding support to your relocating employees.

I would love the opportunity to discuss how my background and skills can contribute to the success of your relocation services. Thank you for considering my application; I look forward to the possibility of working together to make Acme Corporation a leader in employee relocation support.

Sincerely,

Laura Thompson