

# SARAH TAYLOR

Librarian | 123 Address St., San Diego, CA 12345 | sarah@youremail.com | (123) 456-7890

January 1, 2024

## JOSE MARQUEZ

Hiring Manager  
San Diego Public Library  
(987) 654-3210  
jose@sandiegopubliclibrary.org

Dear Mr. Marquez,

With five years of experience as a librarian, I've developed an expertise in collection management. During my time with the Santa Cruz Public Library, I managed library operations for a public institution with over 800 patrons. I led various projects and initiatives to bring resources to the local community, which makes me an ideal candidate for the librarian position at the San Diego Public Library.

Your organization's mission to provide English as a Second Language (ESL) tutoring for the local population strongly resonates with me as a professional librarian. I can help to further these goals and foster positive community relationships based on my professional achievements:

- Integrated new technology for the library, negotiated vendor contracts, and acquired new PCs, laptops, tablets, and whiteboards valued at \$250,000
- Developed partnerships with local businesses and academic institutions to drive community outreach for the development of an ESL tutoring program for adults and children
- Managed a collection of 1,000 texts, books, magazines, and films and led collection development efforts to grow the library

I would like to schedule an interview to provide more insights into how my expertise in community outreach can aid the San Diego Public Library. You can contact me with any questions you may have at your earliest convenience. I appreciate your time and consideration.

Sincerely,

*(Insert Signature Here)*

**SARAH TAYLOR**