

# CARTER ROBERTSON

Librarian  
123 Address St., Portland, OR 12345  
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January 1, 2024

## MICHAEL SMITH

Hiring Manager  
Portland University Library  
(987) 654-3210  
michael@portlanduniversity.edu

Dear Mr. Smith,

I'm reaching out regarding the library position with Portland University. As an assistant librarian at Reed College, I provided collection development support for a university library with over 2,000 patrons. I also coordinated closely with the librarian to acquire new journals, books, and academic texts. I believe my strong background in library science and collection management would be a valuable asset to your team.

Portland University Library's reputation for its diverse collection of rare texts is what draws me to apply for this position. I am confident I can enhance library operations and drive collection development for your organization based on the following accomplishments from my career:

Supported grant writing activities to secure funding for collection development efforts, resulting in over \$100,000 in new funds for the library

- Coordinated with the librarian to manage a collection with over 8,000 books and 500 periodicals
- Utilized the digital asset management system to upload, process, and maintain digital collections
- Provided support to patrons in locating texts for research and academic projects

I look forward to speaking with you further to discuss how my collection development skills can benefit the University of Portland. You can contact me for an interview at your convenience. Thank you for your consideration.

Sincerely,

(Insert Signature Here)

## CARTER ROBERTSON