

# LISA GOLDSTEIN

Librarian  
123 Address St.,  
Philadelphia, PA, 12345  
lisa@youremail.com  
(123) 456-7890

January 1, 2022

**Amy Morrison**  
Hiring Manager  
Temple University  
(987) 654-3210  
amy@temple.edu

Dear Ms. Morrison,

As you can see from my attached resume, I have over ten years of experience as a librarian at academic institutions. As a librarian at Drexel University, I managed and developed a collection of 3K books and texts for an academic library supporting over 5K students and patrons. I am confident that my track record of enhancing library operations would make me a valuable contributor to your organization.

Temple University's mission to drive diversity and inclusion within academia and the community strongly resonates with me as an academic professional. I believe that I can help support the continuation of this mission based on the following accomplishments throughout my career:

- Managed a \$2M annual library budget, liaised with donors, and performed grant writing to secure over \$700K in funding for community initiatives and collection development efforts
- Led an initiative to provide academic resources, counseling, and tutoring to high school students for local schools within the inner city to prepare for college applications
- Partnered with minority-led academic councils to diversify collections and provide support for underrepresented voices in literature, film, and academia

I look forward to scheduling an interview to discuss how my background aligns with the diversity, equity, and inclusion goals of Temple University. You can contact me via phone or email for any additional questions on my experience. Thank you for your consideration.

Sincerely,

*(Insert Signature Here)*

**LISA GOLDSTEIN**