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Ms Joyce Kaplan- Head Librarian  
McGill Libraries  
1415 University  
Montreal, QC – H3Z 1G3

To Ms Joyce Kaplan:

I am responding to your job opening for the position of Career Resource Librarian which I found advertised at \_\_\_\_\_. Your organization is very appealing to me because \_\_\_\_\_.

I am a graduate from McGill University with a Master of Information Studies and during my academic years, I was involved in various working environments. For example, I was a fund-raiser for my department; I also worked as a volunteer in major events across the city demonstrating my leadership, communication skills and dedication. And in my final year, I was a junior consultant in the computer lab. These experiences are valuable and they have shaped me into a loyal & responsible person in the process.

Out of my working experiences, I found working as a junior consultant to be extremely rewarding. The consultant experience, from overseeing the functioning of a computer network to dealing with user's request, is fascinating. It helped me to develop and sharpen my problem-solving and communication skills. Additionally, my most pleasant working experience was as a junior librarian in \_\_\_\_\_ library. This job has taught me to be more flexible in handling different scenarios and I had the chance to meet with a variety of people around the campus. The opportunities of helping countless researchers & students in their research have given me a great deal of personal satisfaction. My reputation as a junior librarian during those years has opened up doors for me to work in different libraries around the campus.

My other job experiences and group projects have taught me the skills to work and to succeed under pressure as well as the importance of teamwork. These experiences have provided opportunities to acquire knowledge and to develop interests in fields other than my studies. All these previous working experiences have helped me to develop into a goal oriented and self-motivated person; but at the same time, a good service provider. Couple that with my knowledge in different working environments and my enthusiasm will surely make me an ideal candidate for this position.

Thank you in advance for your generous consideration. I may be reached at my phone number indicated above should you desire to contact me. I would be happy to make myself available for a personal interview at your earliest convenience.

Sincerely,

Erick Bookman