

First name Last name
Street address
City, ST Zip code
(Area code) Phone number
emailaddress@whatever.com

January 2, 2021

First name Last name, Hiring Manager (If you don't know the name, you can just use "Hiring Manager")
Name of company
Street address of company
City, ST Zip code

Dear Hiring Manager:

I discovered on the Las Vegas-Clark County Library District website that the Windmill Library is searching for a new Shelving Page. I am extremely interested in this position.

As a high school senior this year, I have recently learned to be flexible and unafraid of new experiences. For instance, I had to change my learning habits to adapt to new teaching methods, since our classes have shifted online. I have had almost perfect attendance so far this year, and I am adaptable and ready to learn anything for this position. (Use your strengths, even if you don't think you have enough experience!) I've been coming to the Windmill Library since my family moved to Las Vegas when I was ten years old and my older brother volunteered at the library last year. I was hoping to do the same, but since COVID has made volunteering impossible, I was excited to see this opportunity! (See how you can be warm and friendly? This is different from a resume.)

I enjoy being around books and people, and I've always wanted to work in my neighborhood library. Thank you so much for your time, and for considering me for this position at the Windmill Library.

Most sincerely,

First name Last name