**Yaretzi Townsend**

City, State 91010

Cell: 000-000-0000

email@email.com

Dear Ms. Smith,

Please find attached my resume in response to your ad for a Library Media Specialist at Company Name. I have a Master’s Degree in Library Science with a concentration in Library Media. In the ten years that I’ve been a part of the Orange County School System, I have worked with teachers to empower their students to be enthusiastic readers, skillful researchers and critical thinkers through the use of technology in the curriculum.

In my current position as Library Media Specialist at the John Hays High School Library, I work with teachers to facilitate access to information by instructing teachers and students how to be effective users of the technology available for research and how to evaluate the information. I also stress the ethical use of information that students will need as they move on to college.

I have developed and maintained an accumulation of resources to support the curriculum and have fostered cooperative relationships with other libraries and agencies to provide additional resources and connect the school with the wider learning community. In addition, I evaluate emerging technologies to support teaching and supplement school resources.

I look forward to your call to discuss this mutually beneficial opportunity where my experience will add to the already find reputation of your organization. Thank you for your time and consideration.

Sincerely,

Yaretzi Townsend