

Lisa Goldstein

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Amy Morrison

Temple University

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youreemail.com

[month, day, year]

Dear Ms. Morrison,

As you can see from my attached resume, I have over 10 years of experience as a librarian at academic institutions. During my time with Drexel University, I managed and developed a collection of 3,000 books and texts for an academic library supporting over 5,000 students and patrons. I am confident 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 I can support the continuation of this mission based on the following accomplishments throughout my career:

- Managed a \$2 million annual library budget, liaised with donors, and performed grant writing to secure over \$700,000 in funding for community initiatives and collection development efforts
- Led an initiative to provide academic resources, counseling, and tutoring to high school students at 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 (DEI) goals of Temple University. You can contact me via phone or email for any additional questions about my experience. Thank you for your consideration.

Sincerely,

Lisa Goldstein