

AHMAD ARIEF IZZUDDIN

UITM STUDENT

FEBRUARY, 2023

**Siti Basriyah Shaik
Baharudin**

Tel : 05-374 2009

**Timbalan Ketua
Pustakawan**

**PTAR SERI ISKANDAR,
PERAK**



Dear Puan Siti Basriyah

I am writing to express my keen interest in the Assistant Librarian position at Perpustakaan Tun Abdul Razak UiTM SERI ISKANDAR, as advertised on PTAR Website. With a strong passion for promoting knowledge and facilitating efficient library operations. I am confident in my ability to contribute to your esteemed organization. As an aspiring librarian, I recently completed a diploma in Library Management from Universiti Teknologi MARA (UiTM) Cawangan Kedah. During my internship at Perpustakaan PTAR, I gained valuable experience in various aspects of library operations, including cataloging, customer service, inventory management, and community engagement. Throughout my internship, I consistently demonstrated my dedication to providing exceptional service to library patrons. I am adept at assisting users in locating and accessing library materials, conducting inventory checks, and organizing resources to ensure efficient retrieval. Moreover, I actively participated in organizing library events and programs, contributing to the promotion of literacy and community engagement initiatives. In addition to my technical skills, I possess excellent communication abilities, both written and verbal. I am well-versed in utilizing library management systems and familiar with information retrieval methods. My proficiency in Microsoft Office Suite and my attention to detail further contribute to my ability to thrive in a library environment. Furthermore, I am highly enthusiastic about collaborating with a team of dedicated professionals at PTAR to enhance library services and foster a love for learning within the community. I am confident that my passion for library science, coupled with my strong work ethic and interpersonal skills, will make me a valuable asset to your organization. I would welcome the opportunity to discuss how my qualifications align with the Assistant Librarian position at Perpustakaan Tun Abdul Razak UiTM SERI ISKANDAR. Thank you for considering my application. I have attached my resume for your review. I look forward to the possibility of contributing to the success of your library and making a positive impact on its users.

Best Regards,

Ahmad Arief Izzuddin