

Mar Roca Cugat

[Email] | [Telephone] | Github | CV

Maastricht University Library

Universiteitssingel 50
Grote Looiersstraat 17
Maastricht, NL

October 11, 2023

Dear [Employer],

I am writing to you to show my interest in working for you as part of the front office team. I was told about this position by [Contact], when I borrowed the ICL's 3D printer lab.

I believe I will make a good front office team member. I have previously worked as a support agent for a server hosting company, therefore I have practical knowledge with public support service. I am also very skilled in the use of ICT tools, and can very easily find ways to solve problems that I don't know how to solve. I am also familiar on ways to find rigorous information and papers, as well as how to interpret collection records such as Pubmed.

I also have had previous experience working as a volunteer for my school's library. It was not functioning as much as it should, due to the consequences of COVID, but we still worked on organising the books and registering them on the online database. We lent out books, though in rare occasions, as this service wasn't very well-known.

To end this letter, I would like to thank you for considering me for this position, and mention that I would really enjoy working for the university's library.

Sincerely,

Signature.png

Mar Roca Cugat