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HR
American International School Dhaka,
12 United Nations Road,
Dhaka, Bangladesh, 1212

Dear HR,

I am writing to express my enthusiastic interest in the Library Assistant position at **AISD**. As a fresh graduate with a strong passion for libraries and a commitment to supporting the needs of library patrons, I am excited about the opportunity to contribute to your team.

I am particularly drawn to this role because of its emphasis on patron services, circulation, facility management, and technical support. My academic background has provided me with the foundational skills needed to assist patrons in locating resources, manage the circulation desk, and support the library's technological needs. I am confident in my ability to learn and adapt quickly, ensuring that I can effectively contribute to the smooth operation of the library.

The values upheld by the **AISD** community—compassion, integrity, respect, creativity, and collaboration—strongly resonate with me. I am eager to bring these values to life in the library, creating a welcoming and supportive environment for all students, staff, and community members.

I am excited about the possibility of joining **AISD** and contributing to the vibrant and diverse community it serves. I am confident that my enthusiasm, strong interpersonal skills, and dedication to lifelong learning make me an excellent fit for this position.

I am looking forward to your response to discuss how I can contribute to the continued success of your organization.

Sincerely,

Tomal Dhar.