**VAMSI KRISHNA MARAM**

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| **STUDENT**  **Vamsi Krishna Maram**  Fairfax, VA  USA  571-584-7363  vmaram@gmu.edu | 04 MAR 2024  **George Mason University – Antonin Scalia Law School**  Arlington, VA 22030  United States of America  Dear Hiring Manager,  As a highly motivated and enthusiastic individual, I am writing to express my strong interest in the Temporary Circulation Assistant position at the George Mason University Law Library, as advertised. With my dedication to providing excellent customer service, my reliable and punctual nature, and my availability on evenings and weekends, I am confident in my ability to contribute effectively to the library's operations.  As a current student at George Mason University, I have developed a deep appreciation for the university's values and mission. I am excited about the opportunity to contribute to the library's environment and support its patrons through the Temporary Circulation Assistant role.  The duties outlined in the job description align perfectly with my skills and experiences. I have a proven track record in customer service, strong communication skills, and the ability to handle various responsibilities, including staffing the circulation desk, checking out materials, answering inquiries, and enforcing library policies. My reliability and punctuality make me well-suited for the evening and weekend hours required for the position.  While my direct experience in a library, legal, or academic environment may be limited, I am confident that my dedication, enthusiasm, and ability to learn quickly will enable me to excel in this role. I am eager to contribute to the efficient functioning of the George Mason University Law Library and ensure a positive experience for its patrons.  I am available to work 20 hours per week, and I am open to the possibility of splitting the position into two separate roles, each averaging 10 hours per week, to best meet the library's needs.  Thank you for considering my application. I look forward to the opportunity to discuss further how my skills and attributes align with the needs of the George Mason University Law Library. I can be reached at vmaram@gmu.edu or 571-584-7363 to schedule an interview. |

Sincerely,

**Vamsi Krishna Maram**