To Whom It May Concern,

As a recent Student Assistant for the School of STEM at the University of Washington-Bothell, I am writing to you to express my interest in the position of Assistant Operations Manager for the King County Library System (KCLS). My goals as an Assistant Operations Manager are to work alongside a like-minded team, fdsaklfjand ensure all visitors a positive overall museum experience.

The KCLS’ values appeals to me because I believe that diversity and public service hold great power to improve our community. By being a part of the KCLS, I want to share my story as a first-generation Indonesian-American and learn about other backgrounds to improve my . I have worked directly alongside diverse communities through my work, school and volunteer experience. My desire to be a part of a diverse and collaborative environment would make me a great fit with the KCLS.

Working at the School of STEM provided me opportunities to improve my professional and technical skills in a real-world environment and confidence to contribute my ideas in times of collaboration. While at the School of STEM, I was the go-to person when it came to internal customer support with various forms implementations or troubleshooting a technical problem. I gained many skills ranging from how to communicate technical information to a non-technical audience, testing the security and functionality of digitalized forms, and performing process improvement analysis. I improved with many of these skills through trial-and-error and building confidence in my abilities to problem solve individually but ask questions to my teammates when it was necessary.

Thank you for your attention. I look forward to meeting with you to discuss the opportunity to contribute to KCLS. Please feel free to contact me if I can provide additional information regarding my application.

Sincerely,

Dwina Solihin

The **Assistant Operations Manager**'sprinciple responsibility is overseeing and supervising Library Pages, including hiring, training, work assignments, schedules, performance evaluation, and corrective action, when needed. This position is part of a management team responsible for the overall care and maintenance of the library facility as well as oversight of library operations as needed and/or in the absence of the Operations Manager.  
  
The successful candidate will be able to work collaboratively with others, adapting nimbly to changing needs, recognize and set priorities, and plan, coordinate and organize their own work and the work of others. The successful candidate will also possess considerable knowledge of library paging and circulation functions and procedures, be able to model and champion Intellectual Freedom, and be comfortable and confident working directly with diverse communities.

**About King County Library System (KCLS):**  
The King County Library System values diverse perspectives, life experiences, and differences.  KCLS encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans.   We are committed to being equitable and fair in providing equal access to opportunities for all.  Reasonable accommodations may be made to enable individuals with disabilities to apply for this position or to perform the essential functions of this position.   
  
KCLS has a vision of a world where knowledge allows diverse communities to prosper and grow. In order to support this vision, KCLS creates opportunities through meaningful connections by acting as the knowledge sharing center for over 1.3 million diverse patrons, providing an unparalleled collection of library materials, resources, technology, services, and programs.  
  
Approximately 1,300 engaged and passionate staff provide service in 48 library locations and in community engagement using direct outreach and virtual assistance. The service area of KCLS includes the cities, towns, tribal lands, and unincorporated districts of King County, with the exception of the city of Seattle.  
  
Washington State's King County is the thirteenth most populous county in the United States, home to vibrant and diverse communities. King County boasts a wide variety of suburban growth, dynamic cities, rural developments, and farmland as well as a vast range of outdoor recreational opportunities which take advantage of the Northwest's beautiful mountains, forests, lakes, rivers, and Puget Sound.