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 gain professional skills that allow myself to better work directly diverse communities and inform individuals on the importance of Intellectual Freedom.

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 the story behind other individuals to better understand the different backgrounds that make up this community. I have worked directly alongside diverse communities through my work, school and volunteer experience and with the experience that KCLS can provide, I hope to improve my professional skills while gaining better insight as to how I can improve my community. My desire to be a part of a diverse and collaborative environment would make me a great fit with the KCLS.

During my time as an Assistant Manager at Braganza Tea, I was responsible for overseeing and supervising the operations of the store which included hiring, training, work assignments, schedules, performance, and stock inventory. While I was Assistant Manager, my store was going through a transition period for a new manager therefore, I was responsible for the overall care and maintenance of the store as well as oversight of the store operations. Through this transition, I was able to adapt to the changes made by the new manager and continued to work collaboratively with my team and aided in getting my new manager acquainted in how the team ran, as a whole. From this experience, I will be able to perform the duties of an Assistant Operations Manager to the best of my abilities.

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