

Dear Sir/Madam,

I'm writing in response to your advertised position for the Library Officer. I am very interested in this opportunity and believe that my qualifications, education and experience would make me a suitable candidate for the position. I am currently seeking for my first official professional job, and have completed my Bachelor's Degree in Information Science (Hons.) Library Management at UiTM Sungai Petani, Kedah. My five years of studying as a library management student have given me a solid foundation for this job. I am a person who possessed a meticulous attention to details and excellent knowledge on librarianship. I am also comfortable performing a wide range of librarianship duties.

My experiences in librarianship fields were gained through my internships, volunteering programs as well as through my university days. I believed that experiences were not only gain through a professional platform but also through the observation, interest and learning process of one's field of interest. Thus, I am eager to contribute my enthusiasm and skills to Linton University College and to grow as a better library officer. Enclosed is my resume that more fully details my background and work experience, and how they relate to your position. I will be most pleased to attend an interview at your convenience. I can be contacted at 017-5928654 and nrhafizah05@gmail.com. I welcome the opportunity to speak with you about this position.

Thank you in advance for your consideration.

Kind regards,

Nor Hafizah