

LILLY MAJORS

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[Date](#)

[Name](#)

[Title](#)

[Company Name](#)

[Address](#)

[City, Location](#)

Dear Hiring Manager:

In my search for a new challenge where I can leverage my experience in English language teaching, curriculum development, and academic resource management, I was pleased to find Boland Library Service Desk's opening for a Library Assistant. Eager to learn more about this exciting opportunity, I have enclosed my CV for your review.

As my career profile illustrates, I am well-prepared to meet and exceed your expectations. Having served as an English Teacher within international education and communications sectors, I am accustomed to the rigors of fast-paced, highly-regulated environments requiring sharp attention to detail, consummate accuracy, and outstanding communication skills. If given the opportunity, I will work tirelessly to deliver similar results for Boland Library while partnering with your staff to accelerate the achievement of your immediate and long-range goals.

Experienced in managing resources, organizing information, and supporting user inquiries, ensuring smooth access to materials for students and staff. Proven ability to handle multiple tasks efficiently, including issuing, returning, and tracking print and digital resources. Skilled in providing general reference assistance, answering queries accurately, and guiding users to relevant academic collections. Demonstrated initiative in improving workflows and collaborating with teams to maintain a welcoming, well-organized library environment.

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Further, I would bring the following strengths to your team:

- Achieved measurable cost reductions, improved supplier performance, and ensured uninterrupted supply continuity by leading global procurement across multi-region operations using SAP S/4HANA.
- Delivered sustained margin improvement and optimized purchasing budgets through strategic sourcing initiatives, total cost of ownership evaluations, and comprehensive spend analysis.
- Secured favorable pricing, reduced lead times, and strengthened long-term agreements by managing competitive bidding events including RFQ, RFP, and RFI processes.
- Enhanced forecast accuracy, inventory optimization, and production readiness by supporting demand planning, material planning, and supplier capacity planning initiatives.
- Strengthened supply chain reliability, regulatory compliance, and procurement efficiency by implementing supplier audits, risk assessments, and KPI-driven reporting across global accounts.

In me, Boland Library will gain a diligent, goal-oriented professional with the agility, dedication, and focus required to successfully fill the role of Library Assistant (part-time, term time). As such, I would welcome opportunity to meet and discuss this opening in detail.

Thank you for your consideration. I look forward to hearing from you!

Sincerely,
Lilly Majors