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September 19, 2023

The Recruitment Office

Vaughan Public Libraries

2191 Major Mackenzie Drive,

Vaughan, Ontario L6A 4W2

Dear Recruitment Officer,

It is with great enthusiasm that I am applying for a Circulation Assistant or related position that may become available at any of the Vaughan Public Libraries branches. With over three years of experience providing exceptional customer service in a variety of settings; along with my commitment to adhering to all policies and procedures, I am confident I would be a great asset to your Vaughan Public Libraries team. Given the opportunity, I would prove to be a fast learner, a dedicated worker, and the proudest employee.

As a recent graduate of the Humanities program, I possess excellent communication, numeracy, and typing skills, ensuring accurate and efficient circulation processes. My most recent experience includes working as a Personal Banker, where I was responsible for providing my clients with comprehensive financial advice and recommending suitable products. Prior to that, I gained extensive customer care experience in the retail sector. Here I was able to master professionalism such that by treating my customers with respect, I was able to handle their complaints and inquires with tact. I will be committed to going above and beyond to assist the patrons of the Vaughan Public Libraries with their inquiries. I am prepared to work mornings, afternoons, evenings, and weekends, as well as being available at all branch locations.

To demonstrate my commitment to this position, I recently took a Course in Advanced Library Science to further enhance my understanding of library systems and practices. Furthermore, I possess the following skills which are directly relevant to the position:

* Provide exemplary service to patrons such as addressing inquiries, assisting them in searching for titles and using self-check machines and computer stations.
* Skilfully handle compliments and concerns to ensure utmost satisfaction.
* Assist patrons with photocopying, scanning, while vigilantly monitoring equipment functionality.
* Knowledge of library classification systems, such as Dewey Decimal Classification, Library of Congress Classification, etc. to organize and shelve materials correctly.
* Empty book drops, process check-in/out and holds, check shelves to ensure all library materials are properly sequenced, perform circulation functions as required, ensuring accessibility and aesthetics.
* Proficiency in Microsoft Office suite (Word, Excel, Access) and other data management applications.
* Strong teamwork and collaboration skills to work effectively with library staff and volunteers.
* Perform all tasks assigned efficiently, accurately and on-time.

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with the needs of the Vaughan Public Libraries. As a proud bookworm who finds libraries to be his safe space, I would be honoured to contribute to the team. Please find my resume attached for your review.

Regards,

Sohaib Sial