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Hiring Committee
City of Winnipeg – Library Division
Charleswood Library
6-4910 Roblin Boulevard
Winnipeg, MB

Dear Hiring Committee,

I am writing to express my interest in the Shelver position (Posting No. 124896) at Charleswood Library. The opportunity to contribute to one of the City of Winnipeg's most valued community services excites me, as I have a strong passion for organization and helping others access the information and resources they need.

My background includes a range of experiences that have prepared me well for this role. In my previous roles as a Language Interpreter and Teaching Assistant, I developed strong customer service skills, ensuring clear and effective communication in various settings. These roles required me to be attentive to detail, manage time efficiently, and work both independently and as part of a team—all of which are crucial for success as a Library Shelver.

While I have not worked directly in a library setting before, I have a solid understanding of library programs and services, which I have gained through personal experience and volunteer work. My ability to accurately alphabetize and sequence numbers, combined with my strong verbal and written communication skills, ensures that I can maintain the library's collection in proper order and provide general customer service effectively.

Moreover, my ability to work independently with minimal supervision and my physical capability to perform tasks such as lifting boxes and setting up equipment align well with the demands of the position. I am excited about the opportunity to contribute to the library's daily operations and participate in setting up various activities that enhance the community's experience.

Thank you for considering my application. I am eager to bring my organizational skills and passion for service to the Shelver position at Charleswood Library. I look forward to discussing how I can contribute to your team.

Sincerely,

Nguyen Duy Thong (Jase) Tran

Jase Tran