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Westbridge University Library
Sussex

London, 12 February 2026

Dear Hiring Manager,

I am writing to apply for the Librarian position at Westbridge University Library. I hold a degree in Library and Information Science and have three years' experience supporting students and academic staff through effective information services, resource management, and user engagement.

I am motivated to contribute to Westbridge University Library's commitment to academic research support, inclusive access to scholarly resources, and the development of digital and information literacy skills across undergraduate and postgraduate communities.

In my current role as Assistant Librarian at a busy academic library, I manage circulation services, respond to reference enquiries, and assist students and staff with database searches and information retrieval. I have contributed to cataloguing projects, supported collection development, and improved resource discoverability through accurate metadata and consistent classification.

Delivering user training sessions and one-to-one research support has enabled students to strengthen their research techniques and critically evaluate sources.

For more complex or recurring issues, I am experienced in using specialist library management tools and reference resources to ensure efficient problem-solving and maintain service quality. These skills have been particularly valuable when supporting diverse academic communities, including undergraduate and postgraduate students and faculty members, in accessing both print and digital collections.

I am particularly drawn to Westbridge University's focus on inclusive learning and research excellence. I bring strong organisational skills, attention to detail, and a service-oriented approach. I would welcome the opportunity to contribute to your library's academic community and support students and staff in achieving their research goals.

Thank you for considering my application. I would be delighted to discuss how my skills and experience can benefit Westbridge University Library and look forward to the opportunity for an interview.

Kind regards,
Lauren Mitchell