

Tim Walters

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Riverside Community Library
York

York, 12 February 2026

Dear Ms. Jenkins,

I am writing to apply for the Library Assistant position at Riverside Community Library. As a recent graduate with a keen interest in library and information services, I am eager to begin my career in a role that supports access to information, community learning, and user-focused service.

During my studies, I developed practical research, organisation, and digital literacy skills through coursework and independent projects. I gained experience sourcing information, managing references, and assisting peers with research tasks, which strengthened my attention to detail and ability to communicate information clearly.

Alongside my studies, I volunteered at a local community centre, supporting visitors, organising materials, and assisting with administrative tasks. This experience helped me build transferable skills highly relevant to library work, including customer service, time management, and working collaboratively with diverse users in a public-facing environment.

I am confident in my ability to follow procedures, maintain accurate records, and contribute positively to a welcoming library space. I am motivated to continue developing my skills within a professional library setting and am particularly drawn to Riverside Community Library's commitment to community learning and inclusive access to resources.

I would welcome the opportunity to bring my enthusiasm, reliability, and dedication to learning to your team, and I would be delighted to discuss how I can contribute to supporting your library users.

Yours sincerely,
Tim Walters