

James Witherspoon

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Thomas Bell
Hiring Manager
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Dear Sirs

I should like to apply for the role as Librarian, as advertised recently.

I am keen to take on more responsibility and progress to a senior job within management, having worked in a large library for the last three years, where my duties have included cataloguing and indexing stock, organising users' resources and dealing with enquiries and setting up promotional displays. Prior to that I trained and worked in a smaller community library where I spent four years. I have a CILIP (Chartered Institute of Library and Information Professionals) Certification and since qualifying have undertaken various further management training courses. I also have an NVQ Level 2 and 3 in Information and Library Services and have since obtained a Degree in Information Management.

I am good at supervising others, a competent computer user, particularly using databases and the Internet and have good communication skills. I particularly like to study mediaeval architecture and am passionately interested in helping with the conservation of the collection of manuscripts relating to this area, which are held in the British Library.

I am available for interview at your convenience and references are available on request.

I attach my CV and look forward to hearing from you as appropriate.

Yours faithfully

James Witherspoon

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