



CAREER CENTER  
ST. CLOUD STATE UNIVERSITY

(320) 308-2151  
Centennial Hall 215  
[www.stcloudstate.edu/careercenter](http://www.stcloudstate.edu/careercenter)

## *Liberal Arts Cover Letter*

### ***Libby Arts***

100 Any Ave SW · Your City, MN 56301  
(320) 123-4567 · lsarts@stcloudstate.edu

October 10, 20XX

Amaal Rahim  
Human Resources Manager  
Stearns History Museum  
235 33<sup>rd</sup> Avenue South  
St. Cloud, MN 56301

Dear Ms. Amaal Rahim,

I am writing to apply for the full-time Archivist position with the Stearns History Museum. Your job posting indicated you are looking for someone with the ability to:

- **Conduct basic research**  
As a participant of the Student Research Colloquium, I conducted extensive research on how women found opportunities and liberation during the World War II industry
- **Direct researchers to appropriate sources of information**  
I have two years of experience as a Library Assistant at St. Cloud State University, where I assisted students with navigating the online library database for papers and projects
- **Organize time well, coordinate multiple projects**  
I am self-motivated and have consistently juggled and managed effectively three to four academic projects simultaneously during the semester

I believe I have what it takes to fulfill and exceed the requirements for the Archivist position. Please see my resume for detailed information about my educational background and work experience. I would welcome an opportunity to discuss my skills in person, and I appreciate your time and consideration.

Sincerely,

Libby Arts

Enclosure