

Libby Arts

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October 10, 20XX

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

Dear Ms. Amaal Rahim,

I am writing to express my strong interest in the full-time Archivist position at the Stearns History Museum. The museum's dedication to preserving our rich history and making it accessible to the public resonates deeply with me. After thoroughly exploring your website and reviewing the job posting, I am excited by the prospect of contributing to your mission.

What particularly attracts me to this position is the unique opportunity to be in a perpetual state of gaining and bestowing knowledge upon others. I am passionate about the preservation and dissemination of historical information, and I am eager to bring my skills and enthusiasm to the Stearns History Museum.

- **Conduct basic research:**

As a participant in the Student Research Colloquium, I conducted extensive research on how women found opportunities and liberation during the World War II industry. This research involved an in-depth analysis of records from major companies and archival materials from prominent publications. This experience not only honed my research skills but also provided valuable insights into the process of uncovering historical narratives.

- **Direct researchers to appropriate sources of information:**

During my two years as a Library Assistant at St. Cloud State University, I assisted students with navigating the online library database for papers and projects. As such, I am well versed in the Dewey Decimal System as well as the many online databases on various topics.

- **Organize time well, coordinate multiple projects:**

I pride myself on being self-motivated and highly organized. Throughout my academic journey, I consistently managed multiple projects simultaneously, handling both coursework and creative endeavors with efficiency. Effective time management and the ability to compartmentalize tasks are crucial in ensuring the smooth operation of an archive.

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