

# Applicant Name

Phone Number | Email | LinkedIn

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Date

Address of organization

## RE: Community Outreach Librarian - Careers, Competition Number F15-34

Three years ago, I met Blair Singh when I joined her team as a volunteer career coach. I enviously told her that one day, I would love to have her job! It the perfect blend of outreach, career development programming, and community involvement, and areas I have experience in.

As a certified career development practitioner, I am passionate about career development. I instill hope, create optimism, and empower my clients as they explore career options and implement meaningful change. It is with this philosophy that I submit my application for the **Community Outreach Librarian - Careers** position at **Central Library**. With the ability to effectively develop, deliver and assess career programming and outreach, my qualifications should fit your needs.

### The position requires:

- Approved equivalent degree
- Demonstrated knowledge of and experience in programming, outreach, information service
- Written & verbal communication skills; communicate with all levels of organization
- Excellent patron, interpersonal and relationship-building skills
- Excellent organizational skills and high attention to detail
- Effective presentation skills
- Advanced technological skills

### I offer:

- Post graduate certificate - Career Development Practitioner Certificate; Bachelor of Arts Degree
- Experience developing career services programs & resources for University of Calgary students, CGA Alberta and CAPP
- Skilled writer – published in several industry newsletters as well as LinkedIn; proposed and successfully pitched first Career Services plan to CEO of CGA Alberta
- Extensive professional network and established strong relationships with community including nonprofit groups
- Organized small- and large-scale events, including the first CGA Career Expo, on time and under budget; manage priorities by timely execution of tasks
- Dynamic presenter: develop and deliver presentations at hundreds of events, ranging in size from 3 to 3000
- Advanced MS Office, LinkedIn, social media platforms

I am a passionate advocate and user of the library and an enthusiastic, motivated, and energetic professional who is interested in adding this position to the next chapter in my career story. I would love to contribute to the success of Calgarians and am confident that my initiative and innovative outlook would be an asset to Central Library branch. I can be reached at xxx-xxx-xxxx or (email).

Sincerely,

*Signature*

Name

Encl.

