

TRACI A. MILLER-ALTSON

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City of Yachats

RE: Librarian

Dear Hiring Manager,

As an experienced Business Analyst, the advertisement for Librarian with City of Yachats sparked my interest. When reviewing the position requirements and your organization's website, I was encourage to find that my qualifications and personal strengths align with your needs and mission.

I bring a comprehensive set of skills that I believe will be valuable to City of Yachats. In previous roles as a Business Analyst, Project Manager, and Supervisor I honed my abilities in group instruction, process improvement and document control, providing a firm foundation for the Librarian position. My communication, people-centric nature, and compassion have afforded me excellent critical thinking skills.

I am excited to contribute my talents and proficiency in leadership, including time leading an all-volunteer organization, toward your team efforts. As an engaging communicator with a proven track record in leading teams, my focus on building strong professional relationships has been a beneficial asset throughout my career.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the Librarian role.

Thank you for your time and consideration of my candidacy.

Sincerely,

Traci A. Miller-Altson