

**Dear Sir/Ma'am,**

I would like to be considered for the vacant position of Librarian in your institute. I have 6 years of solid work experience in School, College and University. I believe my library experience and enthusiasm will be an asset for your institution library.

I possess a strong knowledge of managing day to day library's operations. I am dedicated and passionate about educational services. My qualifications of M.Phil in Library & Information Sciences, Master of Library & Information Sciences (MLIS) and Bachelor of Library & Information Sciences (BLIS) are making me resourceful in my role.

In my current position as librarian, I have been involved in training and orienting students and teacher to ensure the overall smooth running of the library in efficient and useful way. My current and previous work experiences have provided me with excellent technological skills including proficiency with Library Management System (LMS) and Library Information Science (LIS). I have hand on experience of working on multiple library related platforms such as VIRTUA, KOHA, OCLC and systems of Dewey Decimal system, ULC and LLC etc. I have been regularly attending the programs organized by Library Associations, as I believe they are important for professional development.

I enjoy reading stories, literature, history and geography. I am also interested in both national and international current affairs and read the newspaper daily.

I believe, I will be excited to offer my services to contribute in the success of your institution and I look forward to hearing back from you soon.  
Thank you for taking the time to read through my resume.

Yours sincerely,

**KARAMAT ALI**

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