



KAYLA FLOWERS

classyandsassy@email.not • 6036 Tanglewood Drive Bloomberg, Kentucky 40342 • 123-456-7890

Mr. Bossman
800 W. Jobplace Road
Richardson, TX 75080

June 9, 2014

To Whom it May Concern,

Growing up in Kentucky, I knew my calling would lie elsewhere. After years of research and exploration, I am eager to plant my roots in Dallas, Texas. Having completed my education, it is my sole desire to work in the public and academic sphere of librarianship and education, where I will be capable of working in my passion as well as pursuing professional development, community involvement, and personal growth.

The University of Texas is a storied institution much like my alma mater, the University of Kentucky, and the opportunity to work for such a prestigious university would be incredible. Taking part in the new endeavor of the UNT Dallas College of Law is something not only exciting, but notable. The opportunity it will provide students is important and I would enjoy assisting in creating an environment where they will be able to learn and achieve their goals with success.

I value my education, and my time spent at the libraries of both of my schools was paramount - it truly shaped my experience as a student. I am interested in providing that experience for others and creating a library environment that is beneficial, conducive to learning, and easily accessible for even the most novice patron.

While I have not been in a library for three years total as an employee, I spent two at the Kentucky Department of Libraries and Archives, where I logged many hours helping patrons in our Research Room and searching for items in the archives, as well as organizing digital information for use by customers across the state. My work here at the Department of Education required all of my knowledge as an information manager, as there was no discernable tracking or filing system in place when I began my assignment. Now, having created a system specific to this office, I am watching effectiveness and order take the place of chaos and confusion.

Having completed my MSLS, my heart is to be in a library. I have living arrangements in the area and a desire to be a part of this gorgeous city. I would love to call UT Dallas my home. Thank you for considering my application for the position of Library Specialist – Collection Services Administrative Specialist.

Sincerely,

Kayla Flowers, MSLS