

Michael Carpenter
8778 Number St., Calgary, Alberta P8P 7P7 Canada
514-787-8788 – michael.carpenter@email.ca

Cover letter model - Archivist

*Attention: Alex Castelnau
Company XXX
Director of Human Resources
9898 Main St.
Calgary, AB T8T 9T9*

Dear Mr. Castelnau:

I would like to apply for the position of archivist, which I saw advertised on the adminjobs.ca job board.

I am currently seeking a full-time position in archiving, in which I can harness my knowledge and professional experience to meet new challenges.

My 12 years of experience as a librarian, archivist and documentalist have enabled me to acquire solid skills in the processing of archives, information research and filing. I am proficient in the use of all Microsoft Office suite software, as well as in archiving software, including Drawing Manager and Microstation. My legal knowledge in archive management, combined with my personnel management experience have prepared me for positions of high responsibility. I am a thorough, detail-oriented and always reliable person who continues to be passionate about my chosen field.

I hope to have the pleasure of discussing my fit for the job in greater detail during an interview. Thank you for considering my request.

Yours truly,

Michael Carpenter