**Sample Letter of intent for a job**

Mark Brown

East Thomas Road

Phoenix, AZ

USA 85012-3114

To,

Librarian,

Juneau Public Library,

155 South Sevard, Juneau

Alaska 99801

Reference: a response to the job announcement regarding the requirement of a librarian

Dear Sir,

This letter is being written as a response to the advertisement on your website <http://www.juneau.org/personnel/documents/10-089.pdf> .

I am a graduate in media studies and have worked as a librarian for 1 year and 6 months in Phoenix. I have done course works in library science as part of my degree course. I have worked in a public library also. I have a good exposure in various aspects of library science from my previous jobs.

I am confident that my abilities will match perfectly with your requirements regarding educational qualification and previous work experience. My curriculum vitae has been included with the application form. References would be provided on your request. Hoping to hear from you soon.

Thanking You,

Yours Faithfully,

Mark Brown