

Redacted
07918793577

September 1, 2025

Senior Library Assistant
Job Identification: 4909

Dear Newham Council Recruitment Team,

I am writing to apply for the **Senior Library Assistant** position. With experience in digital archiving, publishing, and web development, I bring both technical expertise and a genuine commitment to delivering welcoming, customer-focused library services.

In my previous work, I traced, digitised, and published decades-old materials, including books, legal documents, and campaign archives, making them accessible to a wider audience in collaboration with organisations such as Amnesty International. This work required accuracy, attention to detail, and the ability to respond to enquiries from people with very different needs and backgrounds. I believe the skills and experience developed from my previous role could transfer well to this position, particularly in supporting information access, maintaining accurate records, and assisting users from a wide range of backgrounds with professionalism and care.

As the informal head of IT, I led a digital transformation of these archives by creating workflows for staff, mentoring volunteers, and coordinating long-term projects. I am confident that my abilities translate well to supporting Newham Libraries' use of the Library Management System, assisting with self-service tools, and carrying out clerical tasks such as reservations, overdue, and payments. I am also comfortable with stock organisation, cash handling, and duty management, including opening, closing, and ensuring a safe environment for staff and visitors.

What matters most to me is making services accessible and inclusive. I enjoy helping people feel confident with technology just as much as I enjoy managing a large project. I have worked closely with diverse teams, supported colleagues' professional growth, and seen how the right guidance can help people discover resources they didn't think were for them. That is one of the reasons I admire Newham Libraries' focus on digital inclusion and community events, and I would be excited to contribute to this work.

I'd welcome the chance to bring my skills to Newham Libraries and support residents in making the most of the service. Thank you for considering my application, and I look forward to the opportunity to discuss how I can contribute to your team.

Yours Sincerely,
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