

Sample librarian recommendation

To Whom It May Concern:

This letter provides me the opportunity to recommend my Assistant Director, Jennifer Alistair, for the position of Library Director at the Main Library in the Farris County, Colorado Public Library System.

Jennifer came to us upon finishing her Master of Library Science degree and first worked as a Reference Librarian. After three years she was promoted to Assistant Director, a position she has performed well in.

With her bachelor's degree in Computer Science, Jennifer has been invaluable as we have transitioned to a digital environment.

She chaired the countywide committee that reengineered our Information Management and Delivery System two years ago. She also worked on the follow-up committee to oversee the implementation of changes. Through her efforts and those of others on the committees, countywide we are slated to save more than \$2 million dollars annually while simultaneously providing much improved, state-of-the-art services to patrons.

Jennifer is well prepared for the social interplay that goes hand and hand with the director's job. She displayed an infectious zeal during her tenure as Reference Librarian and was very popular with the public. She has aptly administered the twenty-five individuals in her areas. Through her committee work she has also shown considerable ability for managing disparate forces both inside and outside the library.

Jennifer is rightly seeking additional challenge and since there are currently no opportunities in our system it is only natural for her to look elsewhere. For this I commend her.

Bright, dedicated and skilled, Jennifer garners my unequivocal recommendation. She is ready and fully prepared to assume the duties of Director at your library.

Sincerely,

Amanda Wrigley
Director, Central Library