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12 September 2007

Mr T R Fowler  
Head of Graduate Recruitment  
Human Resources Department  
The Library of Political Science  
LONDON  
WC1 4HY

Dear Mr Fowler

**Vacancies for Librarians**

I am writing to enquire if you have any vacancies for librarians at graduate entry level and enclose my CV in application.

As you will see from my CV, I have just completed an MA in Library and Information Studies at City University, London, and I also hold a BA (Hons) in Politics from Oxford Brookes University. I am now keen to combine my knowledge of Politics with a career in librarianship: your organization has a high reputation as one of the world's leading specialist subject libraries and I believe that I could make a real contribution to managing its collections and promoting their use.

My MA, which is recognized by the Chartered Institute of Library and Information Professionals, has equipped me with an in-depth knowledge of modern information services and I would welcome the opportunity to be involved in the management and development of your collections of e-journals and other electronic publications. I am conscientious, hardworking, and a good communicator and am particularly interested in enhancing my skills as a librarian in an institution which encourages very high standards of personal development.

I would be happy to attend for interview at your convenience and would be able to start work from early October onwards. If you do not have any suitable openings at present, I would be grateful if you would keep my CV on file should any future vacancies arise.

Yours sincerely

Jenny Harrison