

Sample #2 - Letter

Address 1

Date

Address 2

Subject: Position of ~~archivist~~ Archivist in the ~~national~~ National archives Archives in the country of ~~paradise~~ Paradise

Dear Mr John Doe

~~As you are aware, in a~~ By letter ~~to you~~ dated 29<sup>th</sup> May, 2020, I ~~informed you that I had~~ completed postgraduate archival studies leading to a Master of Arts Degree in Archive Administration (~~September 2018–September 2019~~). ~~I am therefore thus making me~~ a qualified Archivist. ~~This is~~ one of the fields at the top ~~on of~~ the List of National Priority Training Areas in Paradise; hence Government’s financial investment in my studies (£10,000). In this regard, I would welcome the opportunity to so function at the Archives Unit.

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Prior to pursuing studies at Aberystwyth University in the United Kingdom, I functioned as Library Technician at the Archives Unit for a period of eighteen months. Currently, I have been asked to function at the South CityLibrary which is a demotion and where the opportunity to utilize the knowledge and skills acquired to safeguard Paradise’s heritage would be lost.

Comment [WU1]: Were you asked to do this permanently or just during the lockdown? If it was for lockdown and you continued then you were working against your own interests.

At Aberystwyth University, the modules completed were as follows: Archive Management: Archive Services, Post Medieval Palaeography and Diplomatic, Archives Collection Development and Description, Rare Books and Special Collections, Records and Information Governance, Study of Records: Creators and Users and Dissertation.

Comment [WU2]: Also you need to state in what capacity you are functioning at the Portsmouth Library.

The focus of my ~~Dissertation~~ dissertation was policy creation and development for the Archives Unit; hence the topic of research: ‘*The empty archives. Policies for governance, development and establishing the National Archives service in Paradise.*

To date, Paradise has no official archival policy or legislation establishing the archives unit as a national entity. I strongly felt the need to get Paradise on par with the other regional archive fraternity who operate under archival policy and or legislation. I have also begun drafting

legislation towards the aforementioned for submission to the relevant authority through my department. My motivation is additionally fuelled by recent laments by President Brown that for far too long Paradise has been last in everything in the region.

~~It has been constantly reiterated that technically there are no positions at the Archives Unit however, with every continuous~~ In every publication of the Public Service (Schedules) (Amendment) Paradise Statutory Rules and Orders, provision is made for a Director of Archives and Records ~~and I believe that I am well qualified for the position.~~ I believe that reactivating this position would auger well for Paradise because, according to ~~the words of~~ Lord Montangu of Beaulier, *'a nation must be judged on how it conserves its archives. Our future depends on our past and we must make sure that it is always available.'*

Finally, the words of slain American George Floyd 'I can't breathe' would resonate soundly if the Archives Unit could express its feelings. Paradise's report card on the preservation of the essence of its written heritage through history has been turbulent and there are many reports by experts to support this pronouncement. Now is the opportune time to release the pressure on the neck of the Archives Unit, allowing it to breathe. According to Christopher John Kitching, *'If the job of preserving the written heritage is worth doing, it is worth doing well.'*

**Comment [WU3]:** I don't think this pretty paragraph is necessary. This is not pleasure reading.

~~Thank you for this opportunity and I look forward to your response. In anticipation of your favourable response.~~

Yours truly

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**John Brown (MR)**

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