



[DATE]

To: Sonya S. Gaither, MSLS, EdD, Dean of Libraries

From: Name:

Your Current Job Title:

Memo: Request for Rank Appointment to Librarian II

Professional Narrative*

Introductory Paragraph here

Job Effectiveness/Teaching

Discuss work and achievements for this section not to exceed 1 page

2000 Clayton State Boulevard, Morrow, Georgia 30260-0285

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FAX: (678) 466-4349

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Scholarship/Publications

Discuss selective scholarships/publications here not to exceed 1 page

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Professional Service

Discuss service performed not to exceed 1 page here.

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Conclusion

Summarize your narrative not to exceed 1 page.

Respectfully submitted,

Your signature:

* This is just a summary of your highest achievements and works in each category not to exceed 4 pages. You will refer the readers to the Candidate Activity Report that list all details for each category for more information.

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