

# Application for Summer Library Internship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Summer Library Internship position at [Library Name], as advertised on [where you found the job listing]. I am currently a [your year, e.g., sophomore] student at [Your University/College] majoring in [Your Major]. With a passion for literature and a desire to gain hands-on experience in library services, I believe this internship is an ideal fit for my skills and career aspirations.

Throughout my academic career, I have developed strong research and organizational abilities, as well as a keen eye for detail. I have volunteered at [mention any relevant experiences or previous internships] where I assisted with [specific tasks or projects]. This role has equipped me with valuable experience in [relevant skills or duties related to the internship], which I am eager to bring to your library.

I am particularly drawn to [Library Name] because of [mention any specific programs, values, or aspects of the library that interest you]. I am excited about the opportunity to learn from your team and contribute to the meaningful work that you do in our community.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Library Name] this summer. Please find my resume attached for further details on my background.

Sincerely,

[Your Name]