

# Internship Application for Library Sciences Position

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Library/Organization Name]

[Library Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to express my interest in the Library Sciences internship position at [Library/Organization Name], as advertised on [where you found the internship]. I am currently pursuing a degree in Library Sciences at [Your University] and believe this internship would be a valuable opportunity for me to enhance my skills and gain practical experience in a professional library setting.

With a strong academic background in library science, including coursework in archival management and cataloging, I am eager to apply my knowledge and passion for information organization in a real-world context. Furthermore, my previous volunteer experience at [Previous Library/Organization] has equipped me with skills in customer service, research assistance, and digital resource management.

I am particularly drawn to [Library/Organization Name] because of [specific reason related to the library or its projects]. I admire your commitment to [mention any relevant initiatives, programs, or values], and I am excited about the opportunity to contribute to such meaningful work.

I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]