

# Internship Proposal

Date: [Insert Date]

[Recipient's Name]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am [Your Name], a student majoring in Library Science at [Your University]. I am writing to propose an internship opportunity at [Library Name] for the [specific term, e.g., summer 2024]. I am eager to gain practical experience in library operations and contribute to the valuable services your library offers to the community.

During my studies, I have developed strong skills in research, cataloging, and customer service. I am particularly interested in [specific areas of interest, e.g., digital archives, community outreach programs]. I believe that an internship at [Library Name] would provide me with a unique opportunity to apply my academic knowledge in a real-world setting while contributing to your team.

I am available to discuss this proposal further and explore how I can assist your library's initiatives. Thank you for considering my application. I look forward to the possibility of contributing to [Library Name] and learning from your experienced staff.

Sincerely,

[Your Name]

[Your Contact Information]

[Your University]