

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Recipient Name

Library Name

Library Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to express my interest in an internship position at [Library Name]. As a student pursuing a degree in Library and Information Science at [Your University], I am eager to gain practical experience in the field and contribute to your esteemed library.

Throughout my academic journey, I have developed a strong foundation in information organization, digital preservation, and user experience design. I am particularly fascinated by [specific area of interest related to the library], and I believe that an internship at your facility would provide me with valuable insights and hands-on skills.

I am available for an interview at your convenience and look forward to the possibility of contributing to your team. Thank you for considering my application. I hope to hear from you soon.

Warm regards,

Your Name

Your University

Your Phone Number