

Cover Letter for Librarian Internship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Librarian Internship position at [Library Name] as advertised on [where you found the job listing]. I am currently pursuing a [Your Degree] at [Your University] and have a strong passion for library sciences and community engagement.

During my studies, I have developed skills in research, cataloging, and customer service through various projects and volunteer opportunities. My role as [Any Relevant Experience] has enhanced my ability to assist patrons effectively and to manage resources efficiently.

I am particularly drawn to [Library Name] because of [specific reason related to the library or its programs]. I am eager to bring my skills in [specific skills] and my enthusiasm for enhancing library services to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Library Name] as an intern.

Sincerely,

[Your Name]