[Name of Your Library]
[Title of the Internship]

Our Library

[Provide basic information about your library, including size, history, communities served, and current programs.]

[Department or Program Name; for example: Marketing and Outreach]

[Offer additional information about the department or program this internship will be working within; for example: "every month, our Youth Department serves 3,000 young people who use the library for everything from researching school projects to receiving homework assistance to learning about new technologies in community workshops."]

Internship Tasks and Responsibilities

[Describe the specific details of the internship, including tasks the intern will be responsible for, who they will work with and/or report to, where and when the internship will take place (including hours and information on the work environment/culture), length/time commitment of the internship. Be sure to state whether the internship will be paid or unpaid!]

Qualifications

[Describe what skills and education are preferred, as well as what skills and education are required, of internship candidates.]

Benefits and Importance of Internship

[Explain why this internship matters and how the role/project is important to the library. Also describe the benefits that the intern is likely to gain from this experience, including training and professional development opportunities that will be offered.]

How to Apply

[Details for how interested candidates can apply, including links to any required forms, any questions that you might want applicants to answer and submit along with their credentials, and where/how they should submit application materials. Should also include information on who to contact with questions.] ●