

# Appendix E: Internship Application Template

## [Name of Your Library]

### [Title of the Internship]

Complete the following information and submit, along with your resume and contact information for three professional references, to: [contact]

Name: ..... Date: .....

IF APPLICABLE: University: ..... Degree/Major: .....  
GPA: ..... Expected Date of Graduation: .....  
Required # of internship hours: .....

Length of internship sought: ..... Desired start date: ..... Desired end date: .....

Internship availability (times/days of week): .....

At which library branch or program are you seeking an internship and why: .....

Please describe relevant skills and qualifications for this internship: .....

### REQUIRED QUESTIONS:

1. [EXAMPLE: Please share why you are interested in this particular internship. Why our library? Why this position? What do you find intriguing? What do you hope to learn or experience?]
2. [EXAMPLE: Please describe the skills and expertise you would bring to this internship with the [Library]. Share specific examples of similar projects or tasks you have completed in the past, including what was positive and what was challenging about the experience.]
3. [EXAMPLE: If this internship will help to complete school, college, or university requirements, please also answer the following question: Please explain in detail the type of internship experiences required for your program, including the level of mentoring required, type of tasks you might be required to gain hands-on experience with, and any other relevant information that will best help us determine if this is an internship experience we can reasonably provide.] ●

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