

Jordan Taylor

January 16, 2026

Acme Corporation
RE: Internship Librarian

Dear Hiring Manager,

I am excited to apply for the Internship Librarian position at Acme Corporation, as advertised on your careers page. With a deep passion for information science and a commitment to promoting literacy and learning, I am eager to contribute to your team and support the innovative initiatives at Acme Corporation.

During my time as a library assistant at the City Public Library, I successfully implemented a new cataloging system that improved the efficiency of book retrieval by 30%. This experience has equipped me with a strong understanding of library management software and the importance of user-friendly organizational systems. Additionally, I organized a summer reading program that attracted over 100 participants, fostering a love for reading among children in the community and enhancing my skills in event planning and community engagement.

I am particularly drawn to the opportunity at Acme Corporation because of its commitment to digital literacy and community outreach. I have a strong background in curating educational materials and conducting workshops that empower patrons to utilize digital resources effectively. I am eager to bring my skills in research, organization, and collaboration to your team, as well as my enthusiasm for fostering an inclusive and resource-rich environment for all library users.

I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I hope to share more about my vision for contributing to your library's success.

Sincerely,

Jordan Taylor