



Republic of the Philippines  
**BULACAN STATE UNIVERSITY**  
College of Information and Communications Technology  
City of Malolos  
Tel no. (044) 919-7800  
[www.bulsu.edu.ph](http://www.bulsu.edu.ph)



**March 25, 2022**

----- (University Librarian)

----- (Name of Institution)

----- (Street, Address)

----- (Zip Code)

Dear (Mr./Mrs./Ms.)

Good day!

I am Jazmine Jane B. Solano, graduating student of Bulacan State University taking up Bachelor of Library and Information Science. As part of our academic requirement for this semester, I would like to complete my internship for ----- (time) in your company.

I can see that your company seems to be a perfect fit for my course. I have acquired skills in curating information, organization of information be it print or electronic resources, documentation, managing records and clientele service. I would be delighted to have an opportunity to personally interview with you.

I appreciate your time and consideration and feel free to contact me at your most convenient time.

Sincerely,

Solano, Jazmine Jane B.