Republic of the Philippines

**B U L A C A N S T A T E U N I V E R S I T Y**

**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.