



April 2, 2025

Hello! Thank you for your interest in our Library Intern position!

The digital job description and application form are available on our website at www.lpld.lib.in.us/library-jobs.

Applications are due Friday, May 9th, 2025, by noon.

With your application, please include a cover letter which answers the following questions:

- 1) Why are you the right fit for this position? Please explain, in 3-5 sentences, why we should hire you – what qualities will set you apart from other applicants?
- 2) What are you interested in learning about at LPLD? How can we help you?
- 3) What is your detailed availability this summer? For example, “I am available to work Mondays, Wednesdays and Fridays from 9-1 but I am not available on Tuesdays, Thursdays or Saturdays.” Just a hint – we have programs in the evenings and on Saturdays so a person with this example probably wouldn’t get the position. *
- 4) Are you at least 16 years old and do you have reliable transportation?

Please email your cover letter with your completed application form to careers@lpld.lib.in.us or drop off a physical copy at the Lawrenceburg Main Library, at the main desk by noon on Friday, May 9, 2025.

Thank you!! If you have any questions, send me a message, stop in, or give me a call at (812) 537-2775 x1135.

Michelle Bunte

Business Operations Manager

mbunte@lpld.lib.in.us

* LPLD library hours are Monday-Thursday 9-8, Fridays 9-5 and Saturdays 10-5. Our North Dearborn Branch is open Mon-Thurs 10-8, Saturday 10-5 and closed on Fridays.