

SAMPLE OUTREACH TO ORGANIZATIONS FOR AN INTERNSHIP:

Sample Subject Heading of your Email: Intern / Volunteer Inquiry from an SDSU Student

Sample Email text:

Dear Internship or Volunteer Coordinator,

I am a student at San Diego State University, and I am seeking an Internship (unpaid or paid) toward my major's course credit for an internship. As a course credit, I will be expected to complete a minimum number of hours with your organization, and your organization's intern/volunteer supervisor would evaluate my performance toward my course grade.

[Optional to briefly state any volunteer/work experience you have, and/or any interest you have with that particular organization. *Sample language: I have volunteered or worked ... I am very interested in your organization, because I want to serve _____ population or _____ cause. I am very interested in your organization, because I am considering or want to work in this field as a career.*]

Please let me know as soon as possible if I could intern/volunteer with your organization.

If yes, please let me know if this would be an unpaid or paid internship, and please also let me know what types of duties I would have as an intern. I ask about the duties, because that will determine if the internship would fit the requirements of the course. For unpaid internships, my course instructor would contact you to establish a Service Learning Agreement (SLA), as required by SDSU and all California State University (CSU) programs.

Thank you for your time and consideration. If you have any questions, please let me know.

Sincerely,

[Your first and last name]

[Your email address.]

Note: We recommend that you do not provide any other contact information in the first email inquiry for your own privacy.

IF YOU DON'T HEAR BACK FROM AN ORGANIZATION AFTER ONE WEEK:

1. Send a brief (Reply All) follow-up email.

Dear Staff,

I am following-up on the email below. I am sure that you are very busy, but I am very interested in interning / volunteering with your organization. Could you please confirm receipt of this email? Thank you very much for your time.

Sincerely,

[Your first and last name]

[Your email address.]

2. If you are very interested in this organization, then call them. Pull from the samples above. State that you wanted to check if you had the correct email address to inquire about any volunteer or internship opportunities. Ask if there is someone specifically you should email or ask if you could leave a message for the intern or volunteer coordinator.