

Student Email to Mentor Asking About Internship Opportunities

“Hello Mr./Ms. XXXXX,

My name is _____. I am a sophomore at Salisbury University majoring in XXXXXXXX and I am currently seeking an internship in my field. As I researched the SU Mentor database for companies in my field, I was excited to find you and your organization listed in that database. I am really looking forward to getting to know you. I am emailing you to inquire about the possibility of doing an internship at XXXXXXXXXX. If you feel there may be a chance to do an internship at XXXXXX, could please tell me who I should contact for information? I have attached my resume for you to review in case you have any questions. If you can work it in your schedule, I would like to talk to you about the possibility of interning at XXXXXX. There are a lot of questions I would like to ask you concerning internships and I know you need to get to know more about me before passing my name along to anyone within your company. In addition, if you know there are no internships available at your place of employment, maybe you could think of someone in your field you could recommend about internships.

I check my e-mail (for example, once a day, once a week, on weekends) and cell phone daily and would like to setup a time we can talk. Looking forward to hearing from you soon.

Thank you.

“John Doe”