

Internship Inquiry E-mail Writing Guide, EXAMPLE & VIDEO for Students

<https://www.youtube.com/watch?v=xcdvRKbSOY0>

As “an emphasis on business/professional communication and etiquette/netiquette...[you must be] professional when communicating with someone you don't know or haven't met/mailed. It is more appropriate to always start off [addressing them in your message] with the person's last name - [beginning with Mr. or Ms.]. So, **your internship emails [& other correspondence must use] proper netiquette.**

A more subtle issue may be if the email is not specific, not edited/formatted well, or sounds like you've cut/pasted the same message to everyone. If any of these things are the issue, you may [not] spark someone's interest to write back to you. But if you have a brief introduction of yourself (that you are a Journalism student at College of Southern Nevada) followed your question/inquiry - that you are seeking an internship opportunity as part of your studies at CSN - would let people know you are eager to learn. We also teach students to not write things like, 'I have to do an internship' which does not sound good from the perspective of an employer as you're just doing something to check a box rather than seeking to learn and grow. Does that make sense?

From there, mentioning why you want that internship specifically would make them feel special, and make them more likely to want to write back if you sound eager to learn and work on that specific thing. Then, following up with your contact information...and some good proofreading/editing before you send it out will help get you a response." (- Charlene Gibson, CSN Communication Department Chair)

PLEASE ALSO SEE THE FOLLOWING TEMPLATE EXAMPLE E-MAIL (written by Dr. Eunette Gentry, Internship Coordinator); but, do NOT simply cut-and-paste this e-mail. You must customize and personalize your e-mails specifically for each different internship that you are applying for.

Dear Mr. or Ms. Smith,

My name is John/Jane Doe and I am a Communication/Journalism student at the College of Southern Nevada, who is currently seeking an internship with your organization, (STATE THE SPECIFIC NAME OF THE ORGANIZATION that you're applying for, HERE).

I have successfully taken several hours of Communication & Journalism course work. Now, I am excited about the wonderful opportunity to be able to merge what I am learning in the classroom with your professional experience. I am specifically seeking to do internship work with your organization because (state your personal, specific, reason for reaching-out to this organization. DISCUSS "WHAT YOU KNOW ABOUT THE COMPANY; WHAT YOU ADMIRE ABOUT THE COMPANY; &, WHY YOU ARE THE RIGHT INTERN", here). I am eager to learn from and work with you – to earn college credit by working:

50 Internship Work Hours = 1 Internship Course Credit

100 Internship Work Hours = 2 Internship Course Credits

150 Internship Work Hours = 3 Internship Course Credits.

I have attached a copy of my Resume and look forward to hearing from you at your earliest convenience.

Thank you for providing internship opportunities and employment pathways for students like me!

Sincerely,

John/Jane Doe

John/Jane.Doe@Your.CSN.student.email

Cell Phone: 702-777-9311