BASIC TEMPLATE TO USE WHEN EMAILING A PROPSECTIVE INTERNSHIP SITE

(MAY BE MODIFIED TO USE IF PHONING)

Dear \_\_\_\_\_\_\_\_\_:

My name is \_\_\_\_\_\_\_\_\_\_, and I am currently a (your year/class) at NC State majoring in

Women’ and Gender Studies.

One of the ways in which the WGS program bridges the divide between theory and practice and provides students a more experiential form of training is through a semester-long internship at an organization that focuses on issues of import to women or, more broadly, on social justice issues. Because your organization focuses on (identify its target audience and/or purpose), I would very much like to discuss the possibility of fulfilling my internship requirements with you. **(You should also here say something particular about your interest in what this organization does, i.e., why you are applying to them.)**

So that you will have a better idea about whether the WGS internship requirements can fit your organization’s schedule, let me describe them here. The internship requires:

* 10 hours/week of service during the Fall and Spring semesters
* 15 hours/week of service during Summer I or Summer II semesters

In addition,

* All internships require a contract between the organization and the student, to be signed and submitted to the WGS Director within the first week of the internship. (I have attached the form to this email)
* All internships require a final evaluation by the intern’s supervisor. (Also attached) **(BOTH OF THESE FORMS ARE ON THIS INTERNSHIP SITE, SO DOWNLOAD THEM AND ATTACH TO THE EMAIL.)**

I would very much welcome the opportunity to visit (name organization here) and to discuss the possibility of an internship at your convenience. My contact information is:

(email, phone). I look forward to hearing from you.

Very sincerely,

Your name