



FOOLPROOF INTERNSHIP EMAIL TEMPLATES FOR HIGH SCHOOLERS

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DO INTERNSHIPS MATTER?



As a high school student, finding an internship can be a great way to gain real-world experience, explore potential career paths, and build your resume.

This PDF details how you can find internships and gives you over half a dozen successful email templates you can use!

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FINDING INTERNSHIPS

When applying for internships, consider the following tips:

1. **Start your search early:** Many internship deadlines are several months before the start of the internship, so it's important to start your search as early as possible.
2. **Utilize online resources:** Check websites like LinkedIn, Glassdoor, and Indeed. Talk to your school counselor too.
3. **Network:** Attend networking events like career fairs. You can also reach out to alumni from your school.
4. **Be proactive:** If you can't find internships open to high schoolers, reach out to the organizations you admire and ask if they would create an internship position for you.



WRITING COLD EMAILS



Cold emailing can be an **effective way to reach out** to professionals and inquire about internship opportunities.

When writing cold emails, be sure to include the following: a clear subject line, an introduction of yourself that explains why you're interested in that organization, any relevant skills you may have, and a clear call to action.

On the next few pages, we'll walk through some effective cold email templates you can use for various fields and industries.

RESEARCH POSITION COLD EMAIL

Dear [Supervisor's Name],

I hope this email finds you well. My name is [Your Name], and I am a motivated high school student interested in pursuing a career in [relevant field of research]. I came across your research work and found it extremely fascinating and thought-provoking, particularly [specific aspect of their research that interests you].

I am writing to inquire about the possibility of joining your research team. I would be honored to work alongside you and your team, assisting with research tasks and gaining hands-on experience in [specific area of research you are interested in]. I am confident that this internship would provide me with valuable insights into the world of research and enhance my understanding of [field of research].

As a [briefly describe any relevant skills or experiences you have], I believe that I would be a great addition to your research team. I am a quick learner, self-motivated, and have a strong work ethic. I am willing to take on any tasks necessary and am eager to learn from you and your team; I've also attached my resume to this email for your reference.

Thank you for considering my application. I look forward to hearing from you soon.

TECH INTERNSHIP COLD EMAIL

Dear [Name of Hiring Manager],

I hope this email finds you well. My name is [Your Name], and I am a rising high school senior with a passion for technology and programming. I am reaching out to inquire about any potential opportunities for a summer tech internship at [Company Name].

I think that [Company Name]'s focus on [company's area of expertise] is fascinating, and I am excited to learn from professionals who are at the forefront of innovation.

I am well-versed in programming languages such as [programming languages you know, e.g. Java, Python, or JavaScript], and I have completed several projects using these languages. Additionally, I am familiar with software development tools such as [tools you know, e.g. Git, GitHub, or Visual Studio Code].

I am a diligent and hardworking student, and I am confident that I can be a valuable asset to your company. I am available to start the internship at the beginning of June and would be able to commit to a minimum of [X] hours per week for the duration of the summer. I've attached my resume below; I look forward to hearing back from you regarding any available opportunities and the next steps in the application process!

BUSINESS INTERNSHIP COLD EMAIL

Dear [Name of Hiring Manager],

My name is [Your Name], and I am a high school student who is interested in pursuing a career in business. I am writing to inquire about any potential opportunities for a business internship at your organization.

I have always been fascinated by the way that companies operate and how they develop strategies to succeed in the marketplace. I have taken several business courses and have been involved in student organizations that have provided me with the opportunity to develop my leadership and teamwork skills. I am particularly interested in gaining real world experience in the world of [specific area of business, e.g. marketing, finance, operations].

I am a diligent and hardworking student, and I am confident that I can be a valuable asset to your organization. I have excellent analytical and problem-solving skills, as well as a strong attention to detail, and I've included my resume below.

Thank you for considering my request. I look forward to hearing back from you regarding any available opportunities and the next steps in the application process.

MEDICAL INTERNSHIP COLD EMAIL

Dear [Name of Medical Professional],

I hope this email finds you well. My name is [Your Name] and I am a rising high school senior with a keen interest in pursuing a career in the medical field. I am writing to inquire about any potential opportunities for a summer medical internship at [Facility Name].

I have always been fascinated by the human body and how it functions, and I am eager to gain firsthand experience in the medical field. I am especially interested in shadowing medical professionals and learning about their day-to-day work, as well as assisting with any tasks or projects that would be appropriate for a high school intern.

To provide some background on my qualifications, I have taken several science courses in high school, including [relevant coursework you have taken, e.g. biology, chemistry, or anatomy], which have given me a strong foundation in understanding human biology. I have also [list any other relevant experiences, like volunteering at a local hospital] and have experience working with patients and medical professionals.

I'm available to start in June and have attached my resume to this email. I look forward to hearing back from you regarding any available opportunities and the next steps in the application process!

ART INTERNSHIP COLD EMAIL

Dear [Name of Art Director],

My name is [Your Name], and I am a high school student with a passion for the arts. I am writing to inquire about any potential opportunities for an art internship at your organization.

I have always been drawn to the creative process and the way that art can express complex emotions and ideas. I have taken several art classes in high school and have experience working with a variety of media, including [art media, e.g. drawing, painting, or sculpture]. I am especially interested in exploring the intersection of art and design and learning more about how art can be used to enhance the user experience.

I am excited about the opportunity to gain real-world experience in the art industry and learn from professionals who are at the forefront of creativity. I am available to start the internship at your convenience and would be willing to work around your schedule.

Thank you for considering my request. I've attached my resume to this email and look forward to hearing back from you regarding any available opportunities and the next steps in the application process!

LAW INTERNSHIP COLD EMAIL

Dear [Name of Hiring Manager],

My name is [Your Name], and I am a high school student who is passionate about the legal profession. I am writing to inquire about any potential opportunities for a law internship at your law firm.

I have always been fascinated by the role of law in society and the way that it shapes our interactions and relationships. I am particularly interested in [a specific domain of law, like civil rights law], and I have studied relevant cases such as [list any relevant court cases you know]. I am also interested in learning more about the practical aspects of the legal profession, such as legal research, client interaction, and trial preparation.

I'm excited about the opportunity to gain real-world experience in the legal industry and learn from professionals who are at the forefront of justice. I am equally eager to work on challenging projects that will help me develop new skills and contribute to the success of your team.

I am a diligent and hardworking student, and I am confident that I can be a valuable asset to your law firm. I have excellent research and writing skills, as well as a strong attention to detail. I've attached my resume on this email, and I look forward to hearing from you soon!

POLITICAL INTERNSHIP COLD EMAIL

Dear [Name of Political Director],

My name is [Your Name], and I am a high school student with a keen interest in politics. I am writing to inquire about any potential opportunities for a political internship at your organization.

I have always been fascinated by the ways in which politics shapes the world around us and the impact that policies have on individuals and communities. I have been involved in several student organizations and campaigns, including [list relevant experience, like volunteering for a local political candidate].

I am excited about the opportunity to gain real-world experience in the political arena and learn from professionals who are at the forefront of political action. As someone eager to work on challenging projects that will help me develop new skills and contribute to the success of your team, I am confident that I can be a valuable asset to your organization.

I've attached my resume to this email. Thank you for considering my request. I look forward to hearing back from you regarding any available opportunities and the next steps in the application process!

THANK YOU!

If you found this material helpful, consider checking out [AdmitYogi](#) to get more guidance on finding internships, opportunities for leadership, and examples of what successful extracurriculars look like!

