



Email Template – Self Sourcing an Internship

Prior to contacting any organisation, do your research on potential internship hosts, as indicated in “Where to Look” on the *Self-Sourcing an Internship Checklist*.

You may have come across someone in the organisation you are reaching out to in your LinkedIn networking; we always encourage a personalised touch when reaching out for a potential internship. This shows the person reading your email that you have taken the time to research their organisation and that you show genuine interest in their work.

We also encourage you to have a thorough look through the company website. This will help you familiarise yourself with their projects, their initiatives and help you understand a bit more about how you as an intern would benefit their work and gives that personalised touch.

Example Template:

Dear First Name,

You've done your research and found someone in the company that is either in a position to offer an internship, such as a CEO or in HR, or someone in a similar management position to the internship you are requesting – use it to show that personalised touch!

Paragraph One:

Introduce yourself, tell them about your degree (and major/minor, if applicable) and that you are a student of the University of Adelaide. Give them a brief overview of the internship requirements, such as the length (hours required) and desired commencement date.

Remember to realistic about the commencement date, we would suggest looking 6 weeks prior to your desired commencement.

Paragraph Two:

Talk about why you want to intern at this particular organisation. From your research, are there any projects that they have completed, or are working on that interest you, do the organisations values align with yours? Perhaps the person you have located on LinkedIn has done something you are interested in or shares a common interest.

This shows the organisation and/or person that you are interested in them and a good opportunity to discuss your passions and how the organisation aligns with your interests.



Paragraph Three:

Explain the skills you can bring to an internship with the organisation. Think about soft transferrable skills (such as from a part time job or volunteering), and University studies for any technical or programming skills you have obtained. Talk about how this would benefit the organisation for internship purposes.

Paragraph Four:

Your call to action! What do you want to happen next? Express how excited / interested you are in interning with the organisation and the best way for them to contact you (phone, email). Suggest a realistic timeframe as to when you hope to receive a response.

You might politely ask that they reply within the next week or two weeks. If you haven't heard back within this timeframe, you may wish to follow up with an additional email or phone call.

For elective internship courses, we recommend attaching the Host Resource Booklet and mentioning that in this paragraph, this gives the Host Organisation a better understanding of the University's internship program and helps make your approach more professional. You are welcome to suggest that they reach out to the Internships Team if they do have any logistical questions (internships@adelaide.edu.au).

To finish, sign off the email using words like,

"Yours sincerely," or

"Kind regards,"

Finish using your full name. You can also include your mobile number and email address below your name as a very simple email signature.