

I Want to Participate in an Internship...

How Can I Find One?

Internship Sources:

- ✓ Your family's contacts and family friend's contacts are usually the best sources for providing information on potential internship sites. Having family members reach out to their contacts is a great way to use networking to find an internship site. This source is often the easiest way to secure an internship because in most cases, family friends already know you and what kind of student you are.
- ✓ Another way to find internship site is to complete an Internet search using Google to find local companies of the type you would like to intern with. Once you find companies or organizations that you are interested in, you will need to contact a decision maker at that company/organization to see if they will host you as an intern.
- ✓ You can also use one of the following sites to find companies/organizations
 - www.bbb.org (search for companies in the Raleigh-Durham area)
 - www.raleighchamber.org (look at the business directory)
 - www.carychamber.com (look at the business directory)
 - www.morrisvillechamber.org (look at the business directory)

Once you find a potential company...

Option I: Dress up like you are going in for an interview and visit the business. You can explain who you are and that you are interested in completing an internship. Use the email script below to help prepare for what you will say.

Option II: You can send an email to a specific person at that company/ organization, requesting an internship.

Note: Although Option I may sound more difficult, it is often more successful. It is much easier to say "No" to an email than it is to someone's face. It also shows that you are taking the initiative to get yourself out there.

Sample Email to Request an Internship:

Below is a rough draft of an email you could send to an organization or company who may be a potential internship site (you are welcome to alter the email to suit your needs). Make sure you fill in the company name in the spots that I underlined, and customize the greeting with the name of the person you are sending it to (i.e. Mr. Smith:)

You should try to send your email to a specific person, not a general company email address. To determine who to send it to, look up the company or organization on the Internet, go to their website and try to find an email address for one of the decision makers, such as the **owner, manager, office manager, or partner**. If you cannot find a specific person on their Internet site, call the company and explain to the person who answers the phone that you are inquiring about an internship and would like to know who to send your request to. Try to get the person's name, email address and phone number. Once you have a name and an email address, send an email like the one below to that person and be prepared to follow-up by phone. Make sure you write down who you sent it to, so that you know who to follow up with.

When you send the email, send a copy to Ms. Shaw so that if the company decides to contact Ms. Shaw, she will know who they are calling about. If you have any questions, please see Ms. Shaw in student services, before school, during lunch, or after school.

Mr./Ms. _____ (send it to someone specific so you know who to follow-up with)

I am a student at Panther Creek High School. Wake County Public Schools and the state of North Carolina encourage students to participate in work based learning experiences while we are still in high school because they believe that students will be better able to choose a future career, and will likely have a more rewarding post-secondary education experience if students are better prepared in high school through participating in real world experiences such as internships and job-shadowing.

I am very much interested in completing an internship at **name of the company** because **(list your reasons)**.

I am writing to determine if your company can accommodate me by hosting me as an intern for one school semester or summer? I would be happy to provide a resume and would be willing to interview with you. During the internship I will like to complete at least _____ hours of on the job experience, under the direction of a mentor from your organization.

During the internship, as a student intern I would be expected to:

- Develop and complete learning objectives (with my mentor).
- Track and complete of a minimum of _____ contact hours. Hours are maintained on a timesheet.
- Complete at least 10 written journal entries - reflective of the learning experience.

After the internship I will:

- Develop a summary of the internship experience in PowerPoint, Prezi or through a video.
- Present the electronic summary to your business/organization.
- Complete an evaluation about the internship experience.
- Ask my mentor to complete an evaluation, rating my performance during the internship.

Do you think this might be something you would consider at **name of the company**? As a next step, I would be happy to meet with you, or your designee. Thank you so much for considering this opportunity. Should you wish to speak with the Panther Creek High School Career Development Coordinator, Ms. Shaw, her telephone number is 919-380-5936 .

Thank you so much,

Sign the email with your first and last name.

On the line below your name type out your email address

Below that line type out a phone number where you can be reached