

Sample Email of Introduction

When would you send it?

Use emails or letters of introduction when you are interested in an organization/company and you do not see open positions posted on their website.

Why would you send it?

It is a great way to create a networking opportunity so you can work on becoming a stronger candidate before they do have openings. It can also be a great way to start a conversation about creating an internship opportunity especially for you if they do not have a formal program.

Who do you send it to?

Typically, you would send an email of introduction to human resources; if the organization is too small to have a human resources division, then send it to the director of the department in which you are interested.

From: karen-smith@uiowa.edu

To: j.johnson@company.com

Subject: Internship Inquiry

 **KarenSmith_resume.pdf**

Dear Ms. Johnson:

A recent issue of *Non-profit Quarterly* highlighted The Foundation, describing the excellent grant making opportunities that you provide. This funding and your excellent service is essential for many non-profits. As I did not see any internships posted on your website, I am writing regarding my interest in grant making or communications internships with your organization. I am interested in learning more about The Foundation's work, as well as any anticipated internship openings on your staff that will use my experience to your benefit.

I have enclosed my resume for your review; my specific qualifications for an internship include:

- Grant making & grant writing projects with Wells Fargo and the Muscular Dystrophy Association
- 1 year overseeing creative communication strategies for the consulting program of the UI PRSSA chapter
- Writing experience on civic issues for the *Daily Iowan*
- Advanced coursework in Communication Studies as well as Fundraising & Philanthropy Communications

If your schedule permits, I would appreciate the opportunity to meet in person or talk via phone to hear more about The Foundation and your internships. Thank you for your consideration!

Sincerely,

Karen T. Smith

The University of Iowa
Communication Studies and Fundraising & Philanthropy Communication Certificate
Inspire Director, Iowa Public Relations Student Society of America
Local Government Reporter, The Daily Iowan
Karen-smith@uiowa.edu | (123)-456-7890

What content should you include?

First Paragraph

Emphasize knowledge of the organization and why it appeals to you. This could be about a mission/ philosophy fit or their achievements or skills that you deem important.

Want to name drop? Do it here. For example:

My former supervisor, Mr. Marcus Jones, thinks very highly of The Foundation based upon your collaboration on the economic development initiative; he recommended that I contact you regarding a possible internship.

Middle

Brief summary of skills, knowledge, and/or experience that apply to this particular organization.

Final Paragraph

Summarize any next steps regarding follow up. Be clear with your intentions and remember that an in person visit is not always necessary but could be a phone call or Skype meeting instead. It's okay to do a follow-up email or phone call after two weeks if you have not heard back.