**Sample Email to Request an Internship:**

Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (send it to someone specific so you know who to follow-up with)  
  
I am a student at South Garner High School. Our school offers students the opportunity to participate in an unpaid internship with a business or organization for a high school class credit. 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 about an hour every day for a semester. I would be happy to provide a resume and would be willing to interview with you. During the internship I will need to complete 135 hours of on the job experience, under the direction of a mentor from your organization. In addition, Wake County Public Schools maintains liability insurance for all interns. I will be happy to provide a copy of the insurance policy.  
  
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 135 contact hours. Hours are maintained on a timesheet.
* Complete at least 10 written journal entries - reflective of the learning experience.
* Maintain regular communication with the Internship Coordinator at South Garner High School, Mr. Walker ([twalker2@wcpss.net](mailto:twalker2@wcpss.net)). Mr. Walker will complete one site visit during the internship.

Based on completion, the Internship Coordinator, Mr. Walker, will award a grade and class credit to my high school transcript.

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 South Garner High School Internship Coordinator, Mr. Walker, his telephone number is 919-694-7711 x 29232.

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.