



MISSISSIPPI STATE UNIVERSITY
COMMUNICATION
internship program

HOW TO CONTACT A POTENTIAL INTERNSHIP EMPLOYER

Sample Email Template & Tips

Subject: Internship Inquiry

Dear **[Mr./Mrs./Dr.] [Employers name]**,

My name is **[your name here]**, and I am a **[classification]** majoring in **[concentration]** in the Department of Communication at Mississippi State University. *[Optional: I got your contact information from **[if you have a personal connection or mutual contact you can include that name here. Don't include this if you don't have a mutual contact]**.*

I am emailing you because I am interested in an internship with **[name of company]** for **[spring/summer/fall & year]**. I am interested in this internship because **[brief statement on why you want to intern there]**. I believe I would be a good fit because **[brief statement explaining what your skill set is or explaining that your work ethic and desire to learn will make you a strong intern]**.

I have attached my résumé for you to review. Please let me know if there is anything else you would like from me. Feel free to email me back at this email address **[repeat it here just in case]**, or call me at **[your phone number]**. I look forward to hearing from you to discuss this internship possibility.

Thank you for your time.

Sincerely,
[your full name]

Email Tips:

- **DO** include a professional subject in the subject line.
- **DO NOT** use abbreviations or emojis.
- **DO** send emails from your MSU email account (or other professional email, NOT from social or casual email address, such as prettygurl@yahoo.com).
- **DO** be patient in waiting for a reply, but ...
 - **DO** follow up a couple of days or a week later if you haven't gotten a reply.
- **DO** proofread your message for grammatical and spelling errors before you hit send.
- **DO** follow these tips with all future emails, include your name and proofread. (**DO NOT** assume that follow up emails can take a more casual tone.)



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Sample Phone Script & Tips

Phone Call:

Hello my name is **[your name here]**, and I am a **[classification]** majoring in **[concentration]** in the Department of Communication at Mississippi State University. How are you today?

*[Optional: I got your contact information from **[if you have a personal connection or mutual contact you can include that name here. Don't include this if you don't have a mutual contact]**.*

I am calling because I am interested in applying for an internship with **[name of company]**. **[Wait for reply and be sure to elaborate on your skill set.]**

Voicemail:

Hello, my name is **[your name here]**, and I am a **[classification]** majoring in **[concentration]** in the Department of Communication at Mississippi State University. I am calling because I am interested in applying for an internship with **[name of company]**.

*[Optional: I got your contact information from **[if you have a personal connection or mutual contact you can include that name here. Don't include this if you don't have a mutual contact]**.*

I will call you back later this week or you can reach me at **[phone number; be sure to state is slowly and perhaps repeat it so they can jot it down when they listen to the message]**. Thank you. Again, this is **[your full name]**.

Phone Tips:

- Always introduce yourself immediately.
- Always leave your contact information.
- Smile when you talk on the phone. (They can't see it, but your tone will come across friendlier.)
- Stand up (Again, they can't see you, but if you are slouched in a chair, you will sound less professional.)
- Make sure your outgoing voicemail message is professional in case there are returned calls from the potential intern supervisor.
- As you end the phone call, it is a good idea to ask when you might hear back or when would be a good time for you to follow up.