

Career Exploration Placement Student Email Recipe:

Some questions you should answer in your email:

Who are you?

Name, age, and school (Tamiscal). Include one sentence overview of Pathways.

Example: Pathways is a one-year program for high school seniors that blends College of Marin coursework with high school core classes and an internship component.

Why are you writing?

Example: One of the opportunities available in the Pathways program is to seek experience in a field of our interest. I would be interested in interning for your organization/studio etc. because...

How did you learn about the organization?

Answer: Maybe how you were researching the career field, or a friend told you about it, or you've read about this particular organization.

What is your timing/availability?

Describe your availability during the semester.

Mention the holiday periods.

Be specific.

What are your skills?

Describe your past experience as it relates to this career field (and attach a resume).

Conclusion

Say: Thank you for your consideration, I look forward to hearing from you soon.

Mention that you will call them, and that you would like to set up a visit (soon).

Offer your cell phone number too.

Other important email details:

- Create a professional email address (dump your middle school emails like: vapemaster@addict.com, bongcowboy@delayedbraindevelopment.org, or cuddlebear1000@immature.com). Use your first and last name, in the order they occur naturally. Example: patchenhomitz@gmail.com
- Have your name, address, and phone number as a “signature” at the bottom of your emails.
- Do not ramble. Get to the point and be absolutely clear about everything. On the other hand, do not skimp on basic information.
- Your tone (word choice) should be professional, mature, and positive -- but not super cheesy.
- Proofread, proofread, and proofread. Proofread for any spelling, grammar, or usage errors when you are done.
- Use a business email format (Google it -- look at images). Google *internship request email letter*.