TEMPLATE - INTRO EMAIL TO EMPLOYERS

1. **Introduce yourself and mention why you are contacting them**

    "I am a student in the B.A.(Education) – Major In Education in Global Contexts at McGill University's Faculty of Education. A 150-hour Summer internship is required for my degree, therefore I am inquiring about the possibility of interning with (ORG NAME) some time between (MONTHS OF YOUR INTERNSHIP).'

2. **Short summary about the B.A.(Education) program that you can include anywhere you feel makes sense.**

    "The B.A.(Education); Major in Education in Global Contexts is an interdisciplinary program that takes the science and art of teaching and learning and applies these concepts outside of the traditional scholastic environment.

3. **Why you chose them (one sentence)**
    Include your career goal or something interesting that you know about the person/organization

    "I am interested in connecting with you/your organization because..."

4. **Who you are (one sentence)**

    "I have a background in ... and would like to gain experience with ... "

5. **Ask to meet virtually or in person and offer your availabilities over the next 2 weeks (offer 3-4 date/time options during business hours):**

    "Thank you for taking the time consider my request .... I am happy to discuss possibilities at your convenience online or in-person…..Here are some upcoming availabilities over the next 2 weeks... "

6. **Include a sentence offering to follow-up**

    "I will follow-up in a week or two to check-in if I don't hear from you, otherwise I look forward to discussing any opportunities further."

7. If you get a response but there are currently no internship positions available at the moment, create an opening for information interview/career conversation if the organization is one you are interested in working with in the future. An information interview could lead to other opportunities or referrals.

More tips:

- **Attach this flyer (pdf) with your email:** https://www.mcgill.ca/isa/files/isa/employer-ba_internship_flyer-aug2024.pdf
- Keep your first email short brief and to the point
- When following up, ensure you REPLY-ALL to include the original email