

**MMC6949 – Sample Email Requesting an Internship**

Dear Dr./Mr./Ms. (supervisor's last name),

I'm reaching out to you to inquire about the possibility of interning at (company) within the (name of division) during the (fall/spring/summer) semester. I'm currently enrolled in the (Web Design and Online Communication) program at the University of Florida and have taken classes in (those that relate to the company). As part of the curriculum, I have the opportunity to enroll in an internship course where I will need to work 120 hours during a 12-week semester.

(Brief summary about previous work experience and/or internships in the program. You may also want to briefly touch on the types of tasks you are interested in.)

If this is possible, the internship supervisor would need to submit a letter to the program detailing the internship project(s) and confirming my typical working hours. During the semester, the supervisor will need to devote time for a weekly feedback meeting. At the end of the internship, the supervisor will need to evaluate my work by completing a brief questionnaire and writing a letter to attest to my experience. I can provide templates of all these materials in advance.

I am attaching my resume for your review, and am available to set up an appointment to discuss this possible opportunity in more detail. I would greatly appreciate it if I could hear back from you by (date). I can be reached via email at \_\_\_\_\_ or by phone \_\_\_\_\_.

Thank you for your consideration,  
(Your Name)