

## Sample Correspondence - Reaching out to Contacts/Companies in your Hometown

### **COLD EMAIL #1**

Dear Mr./Mrs. Last name,

I am currently a Yale first year planning to pursue a degree in Psychology and am from the Atlanta area. My reason for reaching out is that I am planning on living here in Atlanta for the upcoming summer. I am looking to secure a substantive internship this summer that will allow me to pursue my interest in marketing and increase my skills in consumer research and social media outreach. Given my interest in marketing, I was especially interested in reaching out to you since your company has done such impressive work in this area. I am curious if your company needs any part time or full time help this summer and if my background may be a good fit to help you fulfill this work.

I have attached my resume to this email for your reference.

Thank you in advance for your consideration.

Sincerely,  
Will Harkness  
first.last@yale.edu  
(555) xxx-xxxx

### **COLD EMAIL #2**

Dear Mr. /Mrs. Last Name,

I am a Yale sophomore studying Ethnicity, Race, and Migration and I am from Los Angeles. This summer, my goal is to stay in my home city of LA to help the community in the aftermath of COVID-19. Given your organization's focus on helping the homeless, I am reaching out to inquire if you would be interested in hiring an intern for this summer. I am very involved in student organizations at Yale that focus on issues surrounding the homeless, and am looking to dedicate my summer towards an organization with a mission I believe in. Further, I would like to gain new skills that help nonprofits achieve their mission.

Attached is my resume which showcases my interest in these areas. I appreciate your time and consideration.

Sincerely,  
Eli Yale  
first.last@yale.edu  
(xxx) xxx-xxxx

### **COLD EMAIL #3**

Dear Mr./Mrs. Last name

As a resident of Parker, Colorado and a current Yale junior majoring in Chemical Engineering, I am reaching out because I am looking to secure an internship in Parker for this upcoming summer. My hope is to secure a substantive internship which will allow me to pursue my interest in chemical engineering. After conducting research on companies in my hometown, I am especially interested in your company because of the internship mentoring program and its sustainability initiatives [insert something unique about their work that shows you did your research on them]. My goal for this summer is to gain additional skills and experience working at an engineering firm. I am writing to inquire whether your company is open to hiring any interns for this summer? To give you a better sense of my background, I have attached my resume here.

Thank you in advance for your consideration.

Sincerely,  
Will Harkness  
first.last@yale.edu  
(555) xxx-xxxx