

## Mentee Internship Request Letter/Email

Current Date

Mr./Ms. ????????

Their Title

Employer name

Address

City, state and zip

Dear Mr./Ms. Xxxxx:

I learned of you as a Mentor contact through Salisbury University's Mentor Network. I used Career Services online database, eRecruiting, to discover the Mentor Network and your contact information. As an upcoming ?????? graduate, locating you as a contact in the ?????? field was exciting to say the least. Currently I am pursuing assistance in obtaining an internship in the ?????? area and I am confident you have a large network in this field.

I currently am working on my undergraduate degree in ??????? and wish to pursue a career in ??????. Graduate school is next in my academic pursuits and I plan to achieve a ??? and eventually become a ??????. My background includes an internship in ?????, ????? and with the ??????????. As you can see, I have been very active in my field and continue to seek internship opportunities whenever possible. I have a strong background in ????? and ????? and believe that my skills would benefit many ?????? agencies.

I would appreciate any assistance you could provide me in seeking related experience in my field. The opportunity to learn in your organization or any agency you could recommend would be highly desirable. I would appreciate any contacts and/or assistance you could provide in the ?????? area.

The chance to network with an SU Mentor like you is a tremendous benefit and I truly appreciate your help. I look forward to hearing from you in the not to distant future. If you need anymore information please let me know. Thank you for your time and consideration. Enclosed is my resume which further outlines my qualifications.

Sincerely,

Cyyyyy Eyyyyy

Address

City, state, zip

Phone

Email