

## **COLD MAIL TEMPLATE**

Subject- SEEKING INTERNSHIP OPPORTUNITIES.

Hello,

I'm YOUR NAME, a COURSE student from ABC University. I am writing to express my interest in pursuing an internship at your company.

I have previous internship experience in domains like 'DOMAINS YOU PREVIOUSLY WORKED IN', where I gained valuable skills such as communication, teamwork, problem-solving and research. I am eager to learn more and apply my knowledge in a professional setting.

I am interested in working in any of the following domains: 'DOMAINS YOU ARE INTERESTED IN'. I believe that your company offers a great opportunity for me to grow and contribute to your goals and vision. I am flexible, adaptable and willing to take on new challenges. Below is my resume for your perusal.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

YOUR NAME

[abc@gmail.com](mailto:abc@gmail.com)

Contact no.- 98XXXXXXXX

**[Remember to attach your CV]**

### **Example-**

Hello,

I'm Umang Aggarwal, a Bcom Hons student from Delhi University. I am writing to express my interest in pursuing an internship at your company.

I have previous internship experience in domains like Business Development, Human Resource & Finance, where I gained valuable skills such as communication, teamwork, problem-solving and research. I am eager to learn more and apply my knowledge in a professional setting.

I am interested in working in any of the following domains: Management, Research & Analysis, Business Development, Finance or Human Resource. I believe that your company offers a great opportunity for me to grow and contribute to your goals and vision. I am flexible, adaptable and willing to take on new challenges.

Below is my resume for your perusal.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Umang Aggarwal

[umangagg4002@gmail.com](mailto:umangagg4002@gmail.com)

Contact no.- 98xxxxxxx.

### **Tips for a perfect cold mail-**

- Mention those things in a crisp manner that you think will convince the HR to open your CV once to look at your candidature and how capable you are. Once the HR opens up your CV, half the battle is won there.
- Keep it short.
- Send between 10-11 am.(Mon-Fri).
- Take follow-up after 3-days (Don't spam).
- Send individual mails to everyone, avoid sending combined bulk mails.
- **Tip for getting emails- Check the linkedin profiles of HRs and in their recent posts about any opening they mention their email ids.**