

Parker Dewey Notes: This copy works well in March and again as a reminder to those who missed the boat in June. As a supplement, you may also consider sharing this article from Parker Dewey on, [Why year-round “interns” are a smart move](#).

COPY AND PASTE THE BELOW INTO AN EMAIL, THEN MAKE YOUR EDITS

Subject: Planning for summer and tomorrow

Dear [NAME],

If you're considering hiring an intern for the summer, we have two words of advice: Don't Wait!

Alternatively, you may be looking at some projects that **can't** wait, and for those we suggest a Micro-Intern.

Through our partnership with Parker Dewey, the largest freelance platform for college students and recent graduates, you can easily get short-term, project-based help from [UNIVERSITY] students.

Unlike a traditional internship, these paid opportunities typically range from 5 to 40 hours of work, and many can be completed remotely.

For more information and to get started, visit [UNIVERSITY's] Micro-Internship page.

Sincerely,

[DEPARTMENT INFO]