

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

Subject: Help **[UNIVERSITY]** students gain valuable career skills

Dear **[NAME]**,

Don't forget that **[UNIVERSITY]** has launched a Micro-Internship program to provide you with short-term, project-based help from current students and recent grads. Micro-Internships make it easier than ever to not only give back, but also get support on professional tasks that may not be the best use of your team's time.

Micro-Internships also provide a great way to identify and audition high caliber Career Launchers for potential internships and full-time roles in the future. Unlike a traditional internship, these paid opportunities typically range from 10 to 40 hours of work, can be completed at any time of the year, and don't require office space or any of the commitments of traditional internships.

You define what you need - assignments have ranged from copywriting and market research, lead generation and data clean up, to web updates and user testing.

To learn more or start posting assignments, visit **[UNIVERSITY'S LANDING PAGE]**

Sincerely,

[DEPARTMENT INFO]