

Template and Sample Outreach Emails for Entry Into Practice (EIP) Volunteer Opportunity

TEMPLATE EIP OUTREACH EMAIL

Salutation:

I am a **[class year]** graduate of Georgetown Law with a commitment to **[insert organization's area of law/focus]**. **[Also insert any connection to the organization or work.]** I am reaching out to see if **[Insert Organization Name]** has any projects for which I could assist as a postgraduate volunteer. I have the opportunity to volunteer my time thanks to [Georgetown's Entry Into Practice](#) program that will provide me a stipend to support your work. I am able to provide up to **[insert number/range]** hours of support to your organization per week, if you are interested. I have **[XYZ background]** that will allow me to meaningfully contribute to your work. I have attached my resume for your review and welcome the opportunity to discuss my interest in **(Insert Organization Name)** at your convenience.

SAMPLE EIP OUTREACH EMAIL #1

Hi [CONTACT],

I hope this note finds you well and that you've been able to enjoy your summer. I was grateful to chat with you earlier this year about building a career in **[organization's field]**. I'm currently awaiting bar results and have the opportunity to volunteer my time thanks to Georgetown's Entry Into Practice program. They will provide me with a stipend to allow me to volunteer with a legal organization so that I can gain experience while making an impact in a field I'm so passionate about.

Could you and **[organization]** use someone for 10-20 hours a week on any sort of legal research? I would be very grateful for the experience and to work with such an impressive team. Thanks again for taking the time and I'd be glad to answer any questions you might have about the program and how I can help **[organization]**.

SAMPLE EIP OUTREACH EMAIL #2

Dear[Legal Director],

I am a **[class year]** graduate of Georgetown Law Center. I am reaching out to ask if **(Organization's Name)** would be willing to allow me to volunteer as part of the Law Center's Entry Into Practice (EIP) Program. The Law Center provides graduates with a quarterly stipend; there is absolutely no cost to **(Organization)**. By volunteering, I am able to continue to hone and develop valuable substantive legal skills that will help me to secure full-time post law school employment. I would be happy to speak with you more in-depth about the program. You may also reference the [program website](#). I have attached my resume for your review. I welcome the opportunity to discuss both the program and my interest in **(Organization)** at your convenience.