



How to Find Companies to Reach Out to for a High School Internship

Use LinkedIn to find small companies where you can help with skills such as social media, coding, content/grant writing, graphic design, office support or research. Smaller companies that need more hands on deck will be the most likely to hire high-school-aged students. Try to find personal connections with the professionals you reach out to, such as being from the same state originally or liking the same sports team.

How to Find Professors to Reach Out to for a High School Research Position

You can use online university staff directories to find professors to reach out to for research positions. Note that if you are looking for a remote research position with a professor, you should be aware that these opportunities tend to be harder to come by. Professors typically have high school students help with more manual laboratory tasks such as washing beakers or running equipment and usually do not have very much use for interns at a high school education level within a remote setting. The exception is if you are doing computational research, which generally requires introductory knowledge of Python or R to parse large datasets. You should be able to learn Python or R on your own for free within a few months using resources such as [Coursera's R Programming Course](#) or [Python for Everybody](#).

How to Structure and Send Outreach Emails

For a successful cold-outreach strategy, aim to send at least 50 emails to potential internship providers. Be sure to include a link to your resume, which should be no more than one page while you are in high school. Harvard provides [a helpful free resume template and guide](#). We recommend including your resume as a Google Drive link because including it as a PDF will sometimes negatively impact the deliverability of your email. However, be sure to check that the sharing settings on the document allow anyone with the link to view its contents. It can also be a good idea to include work samples in your resume, such as the link to a website you designed, a social media account you manage, or your GitHub profile.

Email Template for Finding a High School Internship

If you are unsure how to structure your outreach emails to potential internship providers, here are some basic templates you can customize to your needs.

Template for Finding an Internship

Subject: Student Reaching Out

Dear Mr./Ms. _____,

I hope you are having a great day! My name is [your name], and I am a rising [grade] at [your school]. I read about your company on LinkedIn and found the concept quite interesting. For context, [briefly state how the company relates to your interests or experience].

I was wondering if you might be looking for interns. I know I would have a great deal to learn from working with you, and I would love to contribute in any way I can. I have included my resume here. Thanks so much!

Sincerely,

[Your name]

Template for Finding a Research Position

Subject: Student Reaching Out

Dear Professor/Dr. _____,

I hope you are having a great day! My name is [your name], and I am a rising [grade] at [your school]. I recently read your paper on [restate the abstract] in [name of publication] and was quite intrigued by [part you found interesting]. I was wondering if I might be able to intern for you over this summer. [Elaborate on your relevant skills and experience and why you are passionate about the field].

I have included my resume here. Thanks so much!

Sincerely,

[Your name]

Conclusion

Whether you are applying to established programs or launching a cold outreach strategy, the name of the game when looking for a high school internship or research position is perseverance. These opportunities can be extremely difficult to secure, but most high school students find it worth it in the end to get a head start on building their careers. Good luck on your internship search journey!

