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

Subject: Does your company offer Micro-Internships?

Dear [NAME],

Are you getting help from Micro-Interns yet? If you're not already familiar, Micro-Internships are short-term, professional assignments that help students build skills, explore career options, and prove themselves to prospective employers. Unlike a traditional internship, these paid opportunities typically range from 10 to 40 hours of work, and many can be completed remotely. Not only can you get help from students and recent grads, you will also be supporting the [UNIVERSITY] community.

If you're not already taking advantage of our Micro-Internship program, here are three great reasons why you should!

1. **Get Help Year-Round**

We still love semester-long internships, but sometimes you need help outside of the academic calendar. Micro-Internships allow you to delegate work to students and recent grads on-demand. We've found that our students are especially flexible when the work is able to be completed remotely - freeing them and you from scheduling around class time!

2. **Free Up Time**

Many professionals often find themselves working on tasks that aren't the best use of their time, neglecting other opportunities because they are too busy. In fact, many of these "We should…" or "I shouldn't…" tasks don't require a daunting onboarding process or long-term commitment - they're things that just require an extra set of hands or would benefit from the creativity of a Career Launcher. With Micro-Internships, you can access this talent when you need it, and without administrative burdens. In addition, we encourage students to connect ongoing projects with classroom learning and seek guidance from faculty, driving even better outcomes for you!

3. **Connect with Amazing [UNIVERSITY] students**

Not only are our students highly motivated to exceed your expectations, but Micro-internships provide a great way to identify and audition these high caliber Career Launchers for potential internships and full-time roles in the future.

Starting a Micro-Internship program is as easy as posting your first project. Get project ideas and get started today at [UNIVERSITY'S LANDING PAGE].

Sincerely,

[DEPARTMENT INFO]