

Dear _____,

My name is _____ and I am a Senior at Greenwich High School. I am writing to express my interest in your organization and to inquire about a possible internship this spring. The internship program at Greenwich High School allows seniors to pursue an internship (25 unpaid hours per week is required) during the last four weeks of the school year from May 18, 2026 – June 12, 2026. Seniors are required to secure their internship placement by mid March.

This opportunity will give me an insight into the _____ field, which I have a very strong interest in. Some of my skills that can help add value to this internship are:

_____.

For your reference please review the information found in the [introduction letter](#) sent to organizations from Greenwich High School's Counseling Center which provides details about the program.

I appreciate your consideration and am looking forward to hearing back from you soon. We have been requested to submit our internship applications in the next couple of weeks.

Regards,

After you receive confirmation from your internship site, forward them a thank you email and ask them to log into SchoolLinks to add the internship opportunity.

Dear _____

Thank you for accepting me to _____ internship. I'm looking forward to the opportunity to learn from the experience. You will be receiving an email from Schoolinks (the program that GHS uses to manage the program) to approve my placement. You are welcome to make any changes to the description and responsibilities that I listed in the application before you approve the application. Once you approve the application, the final placement will be approved by the internship committee at GHS. Please let me know if you have any questions.

Thank you again and see you in May!