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 17, 2027 – June 11, 2027. Seniors are required to secure their internship placement by mid-March.

This opportunity will give me insight into the _____ field, which I am very interested 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 look forward to hearing 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 SchooLinks to add the internship opportunity.

Dear _____

Thank you for accepting me to _____ internship. I'm looking forward to learning from the experience. You will receive an email from Schoolinks (the program 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 internship committee at GHS will approve the final placement. Please let me know if you have any questions.

Thank you again and see you in May!