

2021 Internship: Documents and Templates

The links in this document contain templates for emails or phone calls you might make while trying to secure an internship.

The HTHM Academic Internship is a unique opportunity for personal growth and transformation as you work along with college educated adults. Though some internships give students the opportunity to explore possible careers, the primary goal is to prepare students for college by enabling them to work with college-educated adults and learning to meet adult expectations. This document contains important information to help you secure an internship.

Be sure to look at the address of the internship site before contacting the mentor. You will be responsible for getting to and from internship each day so be sure to consider the commute.

3 Paths to an Internship

1. **Find Your Own Internship** - You are welcome to contact organizations on your own! Our school may not have contacts at the type of organization that interests you most. You can certainly search for companies that interest you and contact them independently.
 - Use the [Find Your Own Internship: Email Template and Phone Script](#) to contact these organizations. Be sure to BCC your teacher on your emails.
 2. **Confirmed Sites** - These mentors have expressed interest in hosting an intern this year. Information about the potential project work and the skills an intern should have can be found on the Confirmed Sites tab of the Internship Hub 2020.
 - Use the [Confirmed Sites: Email Template](#) to contact these mentors. Be sure to BCC your teacher on your emails.
 3. **Warm Contacts** - These sites have hosted HTH interns in the past and they are familiar with our program. They may be willing to host an intern but we have not heard from them yet this year. Find a complete list on the Warm Contacts tab of the Internship Hub 2020.
 - Use the [Warm Contacts: Email Template](#) to contact these mentors. Be sure to BCC your teacher on your emails.
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The Gentle Reminder

Once you send an email to a mentor/organization, wait about 3-4 days. If you still have not heard back, you can send a gentle reminder. To send the gentle reminder:

- Reply to the original email you sent to the mentor/organization. Your original email will be included in the thread as you reply.
- Use or customize this [Gentle Reminder: Email Template](#)