

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

Subject: Looking for summer work?

Dear **[STUDENT OR RECENT GRAD]**,

No matter how hard we try to line up our summer plans in advance, the flurry of finals and spring-semester activities have a way of getting the better of us.

Whether you just graduated and are looking for a full-time job or you have some time between the end of the school year and the summer plans you *have* already made, you can give immediate support and gain professional experience through a Micro-Internship.

These short-term (typically 5-40 hour), professional, PAID, experiences are waiting for you to apply!

Visit **[UNIVERSITY]**'s Micro-Internship page to get started: **[INSERT LANDING PAGE URL]**

Sincerely,

[Sending Department Info]