

Hi Marcos,

My name is Daniel Willson - I'm a junior at the University of Virginia studying computer science and media. I'm looking into summer internships that can combine my passions for media, operations, and technology. Naturally, Vox Media has come up.

I've been a big fan of Vox Media ever since The Verge launched, and I've looked up to your video team as I've built a [student publication](#) here at UVA over the last year. After searching through LinkedIn, it sounds like your role at Vox Media is exactly the kind of job I want to learn more about.

Are you free to chat via phone for 15 minutes sometime next week? I'd love to learn more about your role at Vox Media. I'm free 1-3pm next Mon-Fri if that works for you, though I understand you must be busy with CES. I'm also happy to chat via email if that's easier for you.

Let me know how this sounds - thanks!

Daniel Willson
danielwillson.me / [@danielwillson](https://twitter.com/danielwillson)

Example 1

Subject: Question about your role at Vox Media from media/operations student at UVA

Hi [NAME],

My name is [YOUR NAME] - I'm a junior at the University of Virginia studying computer science and media. I'm looking into summer internships that can combine my passions for media, operations, and technology. Naturally, [COMPANY NAME] has come up.

I've been a big fan of [COMPANY NAME] ever since [SPECIFIC EXAMPLE]. I've looked up to your team as I've [DONE SOME SPECIFIC PROJECT THAT'S RELATED]. After searching through LinkedIn, it sounds like your role at [COMPANY] is exactly the kind of job I want to learn more about.

I'll be visiting New York City on [DATE]. Would you be free to chat in person for a 30 minutes that Friday? I'd love to learn more about your role at [COMPANY]. I'm also happy to chat via email or phone if that's easier for you.

Let me know how this sounds - thanks!

[YOUR NAME]

Example 2

Hi [NAME],

I am 3rd year at the University of Virginia and am interested in [COMPANY]'s marketing internship opportunities for summer 2016. I am fascinated with [COMPANY]'s ability to [SPECIFIC EXAMPLE OF SOMETHING YOU ADMIRE].

I would love to learn more about your path from [U.Va](#) to [COMPANY]. I will be heading up to New York on Friday, October 2nd and would love to chat with you or other members of [COMPANY]'s marketing team. Would you be free to meet and grab coffee on October 2nd? Thanks so much [NAME].

Cheers,
[YOUR NAME]

Example 3 - Warm Email Introduction Request

Hi [NAME],

Hope you've been well! [Personalized greeting]

I'm looking into marketing internships at startups in the DC area, and [COMPANY] caught my eye. I saw that you know [PERSON NAME] on LinkedIn who currently works at [COMPANY]. Do you think you could introduce me? I'm not sure how well you know them. I'm just looking to chat with them a bit more about their role and learn more about the company.

Thanks so much!

[NAME]