Cold Emailing Guide: Internship or Applied Practice Experience

Is there an organization that you would like to work with but you don’t know anyone who works there? You might try to send cold emails to inquire about opportunities.

Connecting with the Right People: Locating Contact Information

The easiest way to find professional contacts is to start with LinkedIn, but conducting a search on the organization’s website will typically provide you with some names of people that work there. Read through people’s profiles and try to be strategic about the people you send emails to, sending them to people that are working in departments or projects that you would want to work on is ideal. You may also send an email to more than one person in the organization.

Tips When You Are Drafting an Email

The Subject Line

The subject line seems like it might not have much of an impact, but it can actually determine whether the person who receives it opens the email or deletes it.
- Keep it relatively short
- Don’t be too vague (“Requesting information”)
- Don’t be too specific (“Resume submission for possible PH internship with CDC”)
- Keep it simple and to the point (“Inquiry about Summer Internship Opportunities”)

The Content

Start by introducing yourself and stating why you feel the organization aligns with your interests, skills and career goals. **Try to personalize the message because people can tell if it is a mass email you are sending to several people.**

If you would rather speak to him/her than exchange emails include that request in your email. Ask him/her if he/she would be willing to briefly speak with you about the opportunities at his/her organization. Remember that people tend to be very busy so acknowledge that and let them know you can accommodate their schedules.

Don’t forget to thank them for their time in advance! Always be polite and grateful for someone’s assistance (even if they have not technically helped you yet).

Finally, always check your email for spelling and grammatical mistakes. It is always a good idea to have someone else review it before you send it.

The Follow Up

This process can seem long, but be patient. Give someone at least 7 days to reply. If they have not replied by then follow up. Again, people are very busy and he/she may have just missed your email.
Sample Email

Dear Ms. Baker,

My name is Jane Davis and I am a MPH candidate at the University of Illinois at Chicago, School of Public Health. I am pursuing a concentration in Global Health and I have worked with UNICEF as a volunteer. I wanted to reach out to you to discuss the possibility of completing an internship/applied practice experience with your organization this summer working on the Global Health Initiative.

I know you are very busy, but I would love to talk briefly about the opportunities that might be available at your organization. I am more than willing to accommodate your schedule. Please let me know when you are available.

Thank you for your time in advance.

Sincerely,
Jane Davis
University of Illinois at Chicago, Master of Public Health Candidate
www.linkedin.com