

INTERN FOR A DAY

AFTER MATCHING: CONTACTING THE EMPLOYER

This messaging/email template will support you in your initial outreach to your matched employer. It is fill in the blank style for your convenience.

Dear [EMPLOYER NAME],

I am so excited to be matched with you in the UGA Intern For A Day program! My name is [FIRST AND LAST NAME] and I'm a [SCHOOL YEAR] studying [MAJOR AND/OR MINOR]. During our job shadow day, I hope to learn more regarding industry trends and your personal journey with [COMPANY NAME].

Below are various dates and times that work best in my schedule:

- [INSERT DATES AND TIMES HERE]
 - *Tips for this section:*
 - *Provide 3-5 scheduling options in this initial outreach*
 - *Type out each option with day, date, and times with timezone. For example: Wednesday, August 13th between 8AM - 5PM EST*

I look forward to hearing from you and scheduling our job shadow day. Thank you for this opportunity!

Best,

[FIRST AND LAST NAME]