

FINDING AN INTERNSHIP LOCATIONS

Dear [Organizational Leader],

I hope this message finds you well. I'm emailing you to inquire about the possibility of completing a student internship with your organization. I am a [MA/MADS] student in Applied Disability studies specializing in Leadership, Diversity, Community, & Culture at Brock University. As part of my program, I am required to complete a 150-hour unpaid credit-based internship during my [Spring of 2023] semester, which runs from [month] to [month year].

The internship follows a service-learning model, which means I have 150 hours to work toward the completion of a project to support and enhance an organization. More information about our internship can be found at <https://brocku.ca/social-sciences/applied-disability-studies/internship/#1664336616338-859c5b1d-2a96>.

I am reaching out to you because I have a passion for [provide experiences and learning goals].

I would greatly appreciate the opportunity to meet with you or someone else from your organization to discuss a potential internship placement. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

[YOUR NAME & Student details]