**Student Introduction Email**

*About two weeks before their internships start, students should send introductory emails and their resumes to their workplace supervisors (if they did not receive them previously). This email is an important step in the student taking responsibility for the internship. This may have been covered in the interview and selection process. A sample email is below:*

Good Morning (employee name),

My name is (student name) and I’m very excited to be interning with (employer organization) this summer. I look forward to learning more about you, your organization, and the work you do.

As you know, (high school name) students participate in many work-based learning activities before internships. I have been fortunate to participate in workplace tours of (list employers) and job shadows at (list employers).

I have attached my resume for your reference.

Please let me know if you have any questions. I look forward to working with you.

Student Name