



Targeted Internship Search

Key Requirements for Credit in Brief:

- **Supervised, meaningful, academically challenging (or enhancing) employment** that aligns with your major/field of interest. During the fall and spring semesters, students will work approximately 10-12 hours per week for 3 credits. For summer and winter sessions, students have the option of working 20 or more hours.
- To ensure proper mentorship and guidance during the internship, **site supervisors must have knowledge of the student's field** and experience in the job the student is expected to perform. The supervisor must also be able to provide regular supervision.

Sample E-mail for a Targeted Search:

Dear Jane Davis,

My name is Susan Smith, and I am a sophomore at Roger Williams University majoring in _____. I found your contact information online while researching your agency, and I am emailing to inquire about possible internship opportunities <over the summer>. I believe that my background in _____ and my recent experiences in (or as a) _____ will allow me to make a valuable contribution to your organization, and I would love the opportunity to meet or talk by phone about your agency's needs.

Attached is my resume for review. Please let me know if you are available to talk further about possible opportunities or if there is another staff member at your agency that could benefit from an intern.

I appreciate your time and consideration, and I look forward to hearing from you soon.

Sincerely,
Susan Smith