

Cold Call Email Template

Dear (use correct salutation):

My name is (your first and last names) and I am interested in working with (organization's name) in a part-time position as an intern. I have found your contact information on the (organization's name) website. I am a (classification and major) at Auburn University at Montgomery.

I can offer (briefly list your skills/relevant experience based on your resume. Keep it short.). I would value the opportunity to grow my knowledge and skills while contributing to your organization.

I have attached my resume for your review. Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,

First name and last name

Example

Dear Ms. Smith:

My name is Julia Williams, and I am interested in working with Habitat for Humanity in a part-time position as an intern. I have found your contact information on the organization's website. I am a sophomore majoring in Marketing at Auburn University at Montgomery.

I am a team player with effective communication and interpersonal skills. I currently volunteer as a social media point person with People First, a non-profit organization that helps homeless people with legal issues. I have worked in retail for several years and have learned to deliver excellent customer service to a diverse group of people. I would value the opportunity to grow my knowledge and skills while contributing to your organization.

I have attached my resume for your review. Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,

Julia Williams