

Internship Referral Email Template

Subject: Summer Internship Application - Referred by [Referrer's Name]

Dear [Hiring Manager's Name],

I am writing to apply for the [specific internship position] at [Company Name] for [time period].

[Referrer's Name], who [their relationship to company - works there, is an alumnus, etc.],

encouraged me to apply after learning about my interest in [relevant field/industry].

I am currently a [year] at [University] studying [major], with coursework focused on [relevant classes]. Through my involvement in [relevant activities - clubs, projects, previous internships], I have developed skills in [relevant skills]. [Referrer's Name] learned about my background through [context - family friend, networking event, professor, etc.] and thought my enthusiasm for [relevant area] would make me a valuable intern.

I am particularly excited about [specific aspect of the internship or company] because [genuine reason]. I believe this internship would provide me with invaluable experience in [what you hope to learn] while allowing me to contribute my [relevant skills/perspective] to your team.

I have attached my resume and would welcome the opportunity to discuss my qualifications further.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your University Email]

[Your Phone Number]

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