

Summer Experience Award – Sample Correspondence, Summer 2021

NONPROFIT – Subject: *Yale Student with Funding seeking Summer Opportunity*

Dear [name of person],

I am currently a Yale first year student planning to pursue a degree in Environmental Studies. My reason for reaching out is that I have secured funding from Yale for a summer internship in the nonprofit sector and am very interested in working for your organization at no cost. I am looking to secure a substantive internship this summer that will allow me to pursue my interest in climate change and improve my research skills.

Given the current environment, my funding will allow me to pursue either a traditional or remote engagement for this summer. I am especially interested in your organization due to the impressive work that **Organization XYZ** has made regarding sustainability initiatives for the environment. I am writing to see if **Organization XYZ** needs help this summer and if my background may be a good fit to help you fulfill this work. I have attached my resume to this email for your reference. Thank you in advance for your consideration.

Sincerely,

Full Name

Yale Email Address

Phone Number

GOVERNMENT – Subject line: *Yale Student with Funding seeking Summer Opportunity*

Dear [name of person],

As a Yale College sophomore pursuing a degree in [major(s)], I am reaching out as I have secured funding from Yale for a summer internship in Government and am very interested in working for your office at no cost.

I am looking to secure a substantial internship this summer that will allow me to pursue my interest in policy work and improve my research skills. I am especially interested in your office due to the impressive work that [insert name of agency/department/office] has made regarding [insert policy issues]. Given the current environment, my funding will allow me to pursue either a traditional or remote engagement for this summer.

I am writing to see if [insert name of agency/department/office] needs help this summer and if my background may be a good fit to contribute to this work. I have attached my resume to this email for your reference. Thank you in advance for your consideration.

Sincerely,

Full Name

Yale Email Address

Phone Number

ARTS NONPROFIT – Subject line: *Yale Student with Funding seeking Summer Opportunity*

Dear [name of person],

As a Yale College [class] pursuing a degree in [major], I have recently secured funding from Yale to support a summer internship with an [arts/theater] non-profit. Given the current environment, Yale's funding would allow me to pursue either a traditional or remote engagement. With this in mind, I am very interested in working for your organization at no cost.

I hope to secure an internship that allows me to pursue my interest in [arts/theater] [administration/policy/development]. I am especially drawn to your organization due to the impact that your [office/department/initiative] has had on [aspect of impact on art/theater/cultural community].

I am writing to see if [name of organization] needs help this summer and if my background may be a good fit to contribute to this work. I have attached my resume to this email for your reference. Thank you in advance for your consideration.

Sincerely,

Full Name

Yale Email Address

Phone Number

ARTS APPRENTICESHIP – Subject line: *Yale Student with Funding seeking Summer Apprenticeship/Assistant Work*

Dear [name of person],

As a Yale College [class] pursuing a degree in [major], I have recently secured funding from Yale to support a summer apprenticeship serving as an assistant to a(n) [artist/writer/director/performer/etc.]. Given the current environment, Yale's funding would allow me to pursue this as an in-person or remote engagement. I find your work inspiring, and I am very interested in assisting you this summer, at no cost to you.

I hope to secure an apprenticeship that allows me to contextualize my professional interest in [arts discipline]. I hope to be of service in the support of your artistic practice, and am especially interested in learning from your first-hand experience with the practical realities of this profession.

I am writing to see if you, or one of your peers, might need help this summer and if my study and training may be a good fit to support your work. I have attached my resume [and portfolio if relevant] to this email for your reference. Thank you in advance for your consideration.

Sincerely,

Full Name

Yale Email Address

Phone Number

RESEARCH – Subject line: *Yale Student with Funding seeking Summer Research Opportunity*

Dear [name of person],

As a Yale College [class] pursuing a degree in [major], I have recently secured funding from Yale to support a summer research experience. Given the current environment, Yale's funding would allow me to pursue this as an in-person or remote engagement. I find your work aligns with my interests, and I am very interested in participating in this research at no cost to you.

I am writing to see if you, or one of your faculty peers, might need help this summer and if my study and training may be a good fit to support your work. I have attached my resume to this email for your reference. Thank you in advance for your consideration.

Sincerely,

Full Name

Yale Email Address

Phone Number