

How to Write a Professional Email

When constructing an email to apply for or inquire about an internship, you want to make a professional first impression.

Begin your email with a polite greeting, using an opening word or phrase such as “Dear,” or “Good morning/afternoon,” Be sure to address the person you are emailing with their whole title, “Dr. Kaitlyn Bock,” or “Officer John Doe”.

Include relevant information about you and your interest in the specific internship program in the body of the email.

End your email with a statement thanking them for their time, and include a closing word or phrase such as “Sincerely,” or “Thank you,” After, you want to sign your name and contact information (UNLV email).

Below is an example of a message you could use when reaching out for the first time. Feel free to make it your own (you do *not* need to use this example, but it is here for you if you want to and it helps), just keep in mind that you are representing yourselves, the Department of Criminal Justice, the Greenspun College of Urban Affairs, and UNLV as a whole, so professionalism is of utmost consideration.

If the internship site you are inquiring about (or applying to) requires additional information (e.g., resume, statement of interest, etc), please be sure to include that information as well.

If you do reach out to an organization *and ultimately decide not to pursue the internship further*, you must let the agency/organization know. Do not just disappear. Have the courtesy to let them know that your plans have changed and thank them for their time.

Example Email

Good morning/afternoon/evening [Ms./Mr./Dr./Officer/etc, [Their First and Last Name],

My name is [Your Name] and I am a [Junior/Senior] at UNLV studying [Your Major]. I am reaching out to express my interest in an internship opportunity with [Agency Name]. *Take one or two sentences to explain why you are interested in working with this specific agency/company.*

Please let me know if you need any additional information, or what my next steps may be moving forward in this process.

Thank you for your time,

[Your Name]

[Your Rebel Email]

[phone number if you feel comfortable providing it]