**SAMPLE DRAFT EMAIL**

**[SALUTATION]**

Dear Mr/Ms/Dr xxxxxxxxxxxxxxxxxxx,

**[INTRO PARAGRAPH)**

I am a senior at Conestoga High School in Berwyn, PA and I am writing to you about our Senior Experience Elective Program (formerly called Senior Internship). Each year, seniors are given the opportunity to spend the last four weeks of school doing experiential learning about a career or area they are interested in. The Senior Experience Elective dates are Monday, May 5 through Friday, May 30, 2025.

**[INFO PARAGRAPH – ABOUT YOU – Why are you writing this person?]**

**SAMPLE:** I have always enjoyed working with my hands and have spent summers working with my uncle who is a builder. I would like to learn more about the construction business and hope that you might be willing to have me as an intern at Quality Roofing Supply. I am a good student and I’m currently taking a Structural and Mechanical Engineering class. I will be attending West Chester University in the fall and plan to major in Business.

I realize that some workplaces are not in-person 100% of the time. Our Senior Experience program is flexible, so I’d like to explore ways to make this work.

**[CLOSING PARAGRAPH]**

I look forward to talking to you about this opportunity and possibly meeting with you. I will follow up next week to see if you are available to do that. If you would like to contact me, I can be reached at [25stogas@tesdk12.net](mailto:25stogas@tesdk12.net) or at 610-555-5555. Thank you very much for your consideration.

Sincerely,

Sam Stoga

Senior Experience Elective Attached

(You MUST attach the Senior Experience Elective Program Overview and Guidelines)

**[PARAGRAPH TO INCLUDE IF YOU ARE 17 YEARS OLD AT THE START OF THE SENIOR EXPERIENCE ELECTIVE]**

Due to Pennsylvania’s Child Protective Services Law, any employee who works with a student under 18 years of age must have specific background clearances.  Information on this requirement can be found at [www.tesd.net/internships](http://www.tesd.net/internships).  Only my primary contact (the person who is primarily responsible for me) needs to have these clearances.  Please let me know if you have these clearances or if you are willing to complete these clearances so I can do my Senior Experience Elective with you. You must indicate on the Sponsor Agreement Form that you have the necessary clearances.