

Sample Student Email Requesting Potential Externship/Mentor

Dear Mr/Ms./Dr. _____,

My name is _____ and I'm a (**junior or senior**) at Mahwah High School, in Mahwah, NJ. During the summer Mahwah High School offers (**junior or senior**) the Thunderbird Externship Program: Career Pathway Exploration & Job Shadowing.

The program begins on July 5th, 2023 and concludes no later than August 4, 2023. During this time, students observe between 5-10 hours or more over several days or two weeks at their externship site, and the hours are based on the site flexibility.

I am interested in pursuing a career in _____ and would love the opportunity to shadow you for my externship experience. Do you have any availability for a quick call next week? I know you're busy and would really appreciate any time you have. I have also attached my resume and the program letter to help explain more about our Thunderbird Externship Program.

Please let me know when we can discuss this opportunity further. Thank you again for your time.

Best,

Student Full Name