

## **Suggestions for Approaching an Organization You'd Like to Work With**

The following are guidelines to help you reach out to potential sites where you may serve as an intern. This communication be in the form of a phone call, email, or face-to-face meeting. Two sample emails are included in the following pages. You can personalize these emails or just use them for ideas as you compose your own outreach.

Potential service sites may like to know:

1. Who are you?
  - a. Where did you go to high school?
  - b. Where are you going to college?
  - c. What is the Service Starts with Summer (3SP) program?
    - i. A summer program in which incoming first-year Harvard College students participate in civic engagement and public service in their hometowns, through an internship with a local organization.
    - ii. The program requires students to spend 100 hours on a project addressing a community need.
    - iii. Students in the program will interact with each other during the summer through online participation.
    - iv. Some students in the program will receive a stipend to support their work as interns.
2. Why do you want to work for this particular organization?
  - a. Is this a personal, professional, or academic motivation? Or some combination of these?
  - b. Why does this organization's work excite you?
  - c. What do you hope to learn?
  - d. What can you contribute?
3. What do they need help with?
  - a. Do they have a role available?
  - b. What kind of work might you be doing?
4. What do you need from them?

- a. Agreement that you can serve as an intern
  - b. Collaboration in planning the work/project you would do for them, to make sure your work is meeting a real need in the organization
  - c. Agreement to meet with you at least 3 times during the course of the program: a meeting to solidify your plans for working at the site, a mid-term meeting, and a final meeting when you complete your project.
5. Thank you
- a. Leave them time to think
  - b. Offer a resume/ask if they need additional materials

## Example email outreach

RE: Harvard Service Starts with Summer Internship

Dear \_\_\_\_\_,

My name is John Michaels. I am an incoming freshman at Harvard, and I attended Crockett High School right here in Monroe. I'm hoping to make a positive difference in our community before I leave for school through the Harvard Service Starts with Summer (3SP) program. The 3SP program supports incoming Harvard first-year students to do public service in the community during the summer before they go to college.

I have been inspired by what our city has been doing for the homeless since I studied these efforts in high school. Moving forward, I hope to study Government in college and would like to inform my professional aspirations by gaining experience in this field of service. The work \_\_\_\_\_ has been doing to protect, feed, and shelter individuals in the Dakota neighborhood motivates me greatly. I want to learn how your team brings such large-scale projects from the planning phase to reality, and I hope I could be helpful during this process.

Is there a role for me at the organization? If so, what sort of help do you need? I am flexible and open to learning new skills. I also have skills in web design, tutoring, and food preparation, in case these could be helpful in your organization.

In order for me to apply to the 3SP program (deadline is May 31), I need to write about the organization that I'll be working with as an intern and give a description of a project I would complete during the internship, which would take place between July 8-August 16. Please let me know if a resume, cover letter, or recommendation would help you with this decision. I'd also be glad to come in to talk in person or to speak over the phone if that would help in seeing whether it could work for me to serve as an intern this summer.

Thank you for your time and consideration. I look forward to hearing from you.

Best regards,  
John Michaels

RE: Harvard Service Starts with Summer Internship

Hi \_\_\_\_\_,

My name is Susan Richards, and I am incoming freshman at Harvard. I attended Crockett High School right here in Monroe and hope to study Computer Science in college. I'm hoping to make a positive difference in our community before I leave for school through the Harvard Service Starts with Summer (3SP) program. The 3SP program supports incoming Harvard first-year students to do public service in the community during the summer before they go to college.

The application of innovative technology to improve education outcomes fascinates me. I plan on studying these efforts next year and thinking about pursuing professional opportunities in this area moving forward. I really believe in the work \_\_\_\_\_ has been doing to equip students with Internet-based curriculum, research tools, and interactive platforms. I want to learn how the organization creates community partnerships and rolls out its services. I believe I can be helpful during this process. Since last year I have been strengthening my data analysis and outreach abilities to be able to maximize the changemaking potential of learning technology.

Does the organization have work I could do this summer? If so, what kind of role would I have? I am flexible and open to learning new skills.

Let me know if a resume, cover letter, or recommendation would help you to think about whether my serving as an intern with you this summer is possible. Once I hear back from you and we have some sense of what type of work I would do with your organization, I can go ahead and apply to the program.

Thank you for your time and consideration. I look forward to hearing from you.

All the best,  
Susan Richards