

Email subject: Prospective FHS 401 Intern

Dear [HOST NAME],

I hope this email finds you well. My name is [NAME] and I am a student in the COE Family and Human Services (FHS) program.

As part of the FHS 401 research experience, I am required to gain hands-on experiences working under the direction of a faculty or graduate student. After researching available options, I am interested in working with you.

### **Self Introduction**

(Please share a bit about yourself and why you are interested in this research lab. INCLUDE ONE SENTENCE ABOUT HOW THIS SITE WOULD BE A GOOD FIT WITH YOUR INTERESTS and list any prior related experiences). To learn more, please see my attached resume.

### **Next Step Conversation:**

I am hoping that we can schedule a time to meet so I can share my interest in (research topic) and learn more about your opportunities and needs.

The research internship will last 10 weeks during [TERM], during which students are required to reach a minimum of internship hours per credit hour. [NOTE HERE IF YOU WOULD LIKE TO DO MULTIPLE TERMS OR MORE THAN ONE CREDIT]. I have started the requested onboarding process by [NAME COMPLETED TASKS - only say this if faculty require you to complete task before the term starts like CITI training]. If there is any other information you need from me, I can be reached via phone and/or email. Thank you for time and I look forward to hearing back from you.

Best,  
Name  
Phone  
Email