

Email template for student group leader:

Hey (*Name*),

Hope your semester is going well!

If we haven't met already, my name is (*your name*). [True Friends](#), a nonprofit I work for, is always looking for individuals to sign up for summer internships and part-time job opportunities for our summer camps, and I help identify students that would be a good fit.

I think individuals in (*group name*) would be interested in what the True Friends mission is all about: Provide life-changing experiences that enhance independence and self-esteem for children and adults with disabilities.

Could I stop by your next meeting to do a short presentation sharing these summer roles?

Thank you,

(name)



True Friends is a nonprofit organization providing life-changing experiences that enhance independence and self-esteem for children and adults with disabilities. Our programs include camp, respite, retreats, team building, therapy and adaptive riding, and travel, serving over 25,000 individuals annually. With locations near Maple Lake, Annandale, Eden Prairie, and Bemidji, we serve individuals in Minnesota and throughout the United States.

Email template for classmate:

Hey (*Name*),

Hope your semester is going well!

[True Friends](#) is hiring for summer internships and part-time job opportunities for our summer camps, and I help identify students who I think would be a good fit.

Based on your major/interests, I think this path would be a good resume builder for your career! You can look at our website, www.truefriends.org, to learn more but always feel free to reach out if you have any questions for someone who's worked there :)

Thank you,

(name)



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Email template for professor:

Hi (*first name*)

My name is (*your name*) and I am a (*Position Title*) at [True Friends](#).

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To help give other students an opportunity to complete internship requirements and have a nice resume builder for their careers, could I stop by some of your classes this semester to share information about summer internships and part-time job opportunities at True Friends?

Thank you,

(your name)

