**Be sure to include the word “Carleton” somewhere in the Subject line of your email. For example: *Career query from Carleton student John Doe***

Dear Ms./Mr./Dr. Johnson:

I am a freshman/sophomore/junior/senior at Carleton and I found your name and contact information on your Alumni Profile. [Add sentence about something you saw on their Profile that was of interest to you, that shows you have something in common with the alum.]

I would very much like to work as a paid or unpaid summer intern in [field of interest]. I was wondering if you could recommend any individuals or organizations I could contact for advice or information about identifying summer internship possibilities in this field. [**Do not ask the alum to give you an internship or find one for you.]**

I look forward to hearing from you.

Sincerely,

Sara Student ’15 Major (if declared)

123-456-7890