**Spring 2021 Micro-Internship Emails - Students**

***NOTE from Parker Dewey:*** *We hope these emails are helpful to you as you look for ways to use Micro-Internships as a resource to help your students during these current challenges. Just add the information that’s in brackets and make any additional edits that you wish, and your message is ready to go! Use our [Student Toolkit](https://info.parkerdewey.com/student-toolkit-downloads) for more examples of messaging that you can edit/use as you see fit.*

**Email #1:** *We suggest that you send this in March or April.*

Dear [STUDENT’S NAME],

As you approach the end of a very challenging academic year, [UNIVERSITY] is committed to supporting our students’ professional development however we can. One opportunity is available all year long: [UNIVERSITY’S] Micro-Internship Program.

**Now, when you log into the Parker Dewey platform, you will begin to see Micro-Internships that are “featured” for you.** This means that a member of the [UNIVERSITY] community has posted this project and is hoping to select an eligible student to complete the project.

To make sure you are seeing all of the opportunities that you are eligible for, be sure you do the following:

* **Complete the Education section of your profile** and include your major and when you expect to graduate.
* Add relevant **Affiliations** as this can open up additional opportunities.
* Check out the platform every day or two to see what’s new.
* Apply to all projects that interest you **right away.**

For more tips, check out [this tutorial](https://info.parkerdewey.com/career-launcher-tutorial) or [Parker Dewey’s YouTube Channel](https://www.youtube.com/watch?v=1D9E8II7nD8&list=PL-s1DTtL_ud5sARbo0PZdXxdl8zxFAs-5). To log into Parker Dewey, click here [UNIVERSITY’S PARKER DEWEY LANDING PAGE OR THE [PARKER DEWEY CAREER LAUNCHER WEBSITE](https://www.parkerdewey.com/career-launchers)]. If you have additional questions, contact….

Good luck!

**Email #2:** *We suggest that you send this towards the end of your Spring term to remind students about these opportunities.*

Dear [STUDENT’S NAME],

As you prepare for your summer, remember that you can continue to complete Micro-Internships along with the other plans that you have such as part-time jobs, internships, or even study abroad.

Micro-Internships are **paid, professional** experiences similar to what you’d do in an internship or first job. These opportunities are available to students from any academic class or major, and **most** **can be completed remotely.** You can also see opportunities that have been “Featured” for [UNIVERSITY] students.

New opportunities are posted regularly, so click here [LINK TO UNIVERSITY LANDING PAGE OR THE [PARKER DEWEY CAREER LAUNCHER WEBSITE](https://www.parkerdewey.com/career-launchers)] to learn more or login and see what’s new.

Please let us know if you have any questions, and stay well!