

## Template 1

Hi, my name is \_\_\_\_\_ and I'm a \_\_\_\_\_ (year in school) at \_\_\_\_\_ (high school) in \_\_\_\_\_ (town and state, if applicable). I am interested in \_\_\_\_\_ as a possible career path. I enjoy doing \_\_\_\_\_ in my free time.

## Template 2

Hi, I'm \_\_\_\_\_, a Grade \_\_\_\_\_ student from \_\_\_\_\_, looking for a summer job. Two classes I've excelled at are \_\_\_\_\_. I've previously worked in \_\_\_\_\_ at \_\_\_\_\_. Some of the skills I've gained are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. I spend my free time volunteering at \_\_\_\_\_ and \_\_\_\_\_. My \_\_\_\_\_ and \_\_\_\_\_ would be more than happy to be references if needed. If you are looking for a \_\_\_\_\_ person for the summer to work for you, I would be so grateful for the opportunity. Thank you for your time.

## Template 3

Hello, my name is \_\_\_\_\_. It's very nice to meet you \_\_\_\_\_. I was very happy to see that \_\_\_\_\_ was attending the career fair this year. I have been following \_\_\_\_\_ for a long time. I am a \_\_\_\_\_ this year at \_\_\_\_\_ and I plan to graduate in \_\_\_\_\_. As a \_\_\_\_\_ student, I am interested in the work that \_\_\_\_\_ is doing on the \_\_\_\_\_ project. I was wondering if I could take some of your time to talk about getting involved with this project, maybe in the form of an internship?