

Email Inquiry About Internship Opportunities

Dear Mr. Jones,

I am a junior at Salisbury University studying Public Relations and am very interested in pursuing a career in marketing. Jones Public Relations is one of the most successful firms in the area, and you're pioneers in the field of social media, which is something I'm interested in learning more about.

I would like to offer my services and express my interest in pursuing an internship at Jones PR this summer. I am one of the top students in my major and have maintained a 3.8 GPA for the past two years. I have also received merit scholarships and participate in many extracurricular activities, such as Best Buddies and Pi Beta Phi. For these reasons and more, I believe I would be an asset to your team. Please contact me via phone or email, and I will be following up within the next two weeks about this position. Thank you for your time, and I look forward to hearing from you soon.

Sincerely,

John Doe