

## Cold Email Template

Here's a cold email template you can use to reach out to companies, organizations, or research groups about internship or work experience opportunities for high school students:

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**Subject:** Inquiry About Internship/Research Opportunities/Work Experience for High School Students

Dear [Recipient's Name],

I hope this email finds you well. My name is [Your name], and I am a Year [Your Year] student at [Your School]. I am reaching out to inquire about any available internship, work experience, or research opportunities at [Company/Organization Name].

I have a strong interest in [mention relevant field, e.g., business, technology, research, etc.], and I am eager to gain hands-on experience and deepen my understanding of this area. My background includes [briefly mention relevant skills or experiences, such as any classes you've taken, projects you've worked on, or specific skills you possess].

I have attached my resume below for your reference. I would be grateful for the opportunity to contribute and learn through any available program, and I am flexible with timing and duration to best suit your needs. If there are no current opportunities available, I would greatly appreciate it if you could point me in the right direction for any future openings or advice on how to pursue such opportunities.

Thank you for considering my inquiry. I look forward to the possibility of connecting and learning more about potential opportunities.

Best regards,

Your name

[Your Contact Information]

[Optional: Link to LinkedIn or any relevant portfolio]