

Quick Tip Sheet

Contacting Placement Sites

Telephone Scripts to use if you have a DIRECT CONTACT

Use this sample if you have the name of the person you want to contact.

Sample Script

Hello name of contact (use title and last name). My name is first and last name. I'm an undergraduate state your major major at the University of Rhode Island and am really interested in state your career/internship interest. I received/found your contact information from state where you gained their contact information, and I would like to learn more about your available internship opportunities and application procedures for the state the semester semester.

Example 1

Hello Ms. Anderson. My name is Inez Sousa. I'm an undergraduate psychology major at the University of Rhode Island and am really interested in gaining experience with adolescents in a clinical setting. I received your contact information from my internship advisor, and I would like to learn more about your available internship opportunities and application procedures for this coming spring semester.

Example 2

Hello Ms. Anderson. My name is Inez Sousa. I'm an undergraduate psychology major at the University of Rhode Island and am really interested in gaining experience with adolescents in a clinical setting. I found your contact information on the Kent Center website, and I would like to learn more about your available internship opportunities and application procedures for this coming spring semester.

Telephone Scripts to use if you're COLD CALLING

Use this sample if you're unsure of the contact person.

Sample Script

Hello. My name is first and last name. I'm an undergraduate state your major major at the University of Rhode Island and am really interested in state your career/internship interest. Who is the best person at name of agency for me to speak with regarding internships?

Example

Hello. My name is Inez Sousa. I'm an undergraduate psychology major at the University of Rhode Island and am really interested in gaining experience with adolescents in a clinical setting. Who is the best person at The Kent Center for me to speak with regarding internships?

**Sample Emails: Student Does NOT Have Related Experience
Student HAS a Referral Name**

**Highlight your knowledge of the agency to show your interest in their work.
If someone referred you to the position, be sure to use his/her name in your email.**

Dear Dr. Friedman,

My name is Inez Sousa, and I am a sophomore psychology major at the University of Rhode Island. My career interest is in clinical neuropsychology; particularly cognitive evaluations and treatment in a hospital setting. I am pursuing an internship for academic credit for this coming spring semester and my internship advisor, Andre Williams, suggested I contact you. I am especially interested in your work on the treatment of memory disorders. I'd like to learn more about potential internship opportunities in your department and how I can apply.

I have attached my resume to this email. I look forward to hearing from you or a member of your team about the possibility of interning with you in the spring.

Respectfully,
Inez Sousa

**Sample Email: Student HAS Related Experience
Student Does NOT Have a Referral Name**

**Related experience can come from internships, part time jobs, research experience, and coursework.
If you are cold emailing the individual, share how you discovered their information.**

Dear Dr. Friedman,

My name is Inez Sousa, and I am a psychology major in my senior year at the University of Rhode Island. I have a strong interest in neuropsychology, which has been reinforced by my cognitive psychology and perception classes as well as through my internship at NeuroCare, where I evaluated and assisted in the rehabilitation of brain trauma patients.

I found your contact information on the Maynard Hospital website while researching neuropsychology programs in RI and I am especially interested in your work on the treatment of memory disorders. I am pursuing an internship for academic credit this coming spring semester and I'd like to learn more about potential internship opportunities in your department and how I can apply.

I have attached my resume to this email. I look forward to hearing from you regarding the possibility of interning in your department in the spring.

Sincerely,
Inez Sousa



**Roosevelt Hall
401-874-2311
uri.edu/career**