IF YOU ALREADY HAVE A PLACE TO INTERN…

* Email Mrs. Wing ([julianna.wing@jordandistrict.org](mailto:julianna.wing@jordandistrict.org)) with the following information
  + Name of business
  + Name of intern mentor (who will you be working with)
  + Email and phone number of intern mentor
* Make contact with your intern mentor and pass along the follow information.
  + Ask them the daily duties you will be responsible for.
  + Make them aware that your internship will be during 4th period each day. Also, let them know that the internship will begin approximately five weeks into the school year and then once per month after that. A schedule of internship class dates will be given out.

IF YOU KNOW THE INDUSTRY YOU WANT TO INTERN BUT DON’T HAVE A LEAD…

* Lookup companies in your industry and email or call someone in Human Resources or Management.
  + Sample Email:
    - My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from Herriman High School and I’m enrolled in an internship class at Herriman High and am interested in learning more about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The internship class begins at the start of the school year and then I will be available to come for an hour every other day from September to January. If you are willing to accept me, I’d love to talk further about setting up an internship. Please reply to this email or call me at \_\_\_\_-\_\_\_\_\_\_.
  + Sample Phone Script:
    - “Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from Herriman High School. Is there someone I could speak to about internship opportunities?”
    - “I’m enrolled in an internship class at Herriman High and am interested in learning more about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I would be available to come for an hour every other day from September to January. Is there an area where I could be helpful?
  + Remember to check your email and unknown numbers for a reply. Be professional in all of your correspondence. Capitalize proper nouns and check your spelling! First impressions count.
* Tips:
  + <https://www.collegerecruiter.com/blog/2014/04/09/cold-call-internship-job/>
  + <https://www.quora.com/How-do-I-cold-call-companies-to-get-summer-internships>
* Once you’ve found a lead, refer to instructions above.

IF YOU HAVE NO IDEA WHERE TO INTERN…

* Look through this list of past internships and see if you are interested in any. If so, email Mrs. Wing ([julianna.wing@jordandistrict.org](mailto:julianna.wing@jordandistrict.org)) to begin setting up internship.
  + Living Planet Aquarium
  + Physical Therapist
  + Chef at Rocky Mountain Rehab Center
  + Veterinarian at Stone Ridge Vet
  + Humanitarian Especially for Youth (HEFY) Nonprofit
  + Outsource Sales
* Ask your parents, extended family, neighbors. Remember that it is your responsibility to find an internship so don’t wait.
* See previous steps. :)