**SCHOOL OF BUSINESS**

**Internship Program**

**Initial Application Assignment: Construct a Professional Email**

**Instructions:** Construct a professional email expressing your interest in the School of Business Credit Bearing Internship program. Your email **must** include a professional subject line, salutation, body, and closing. You may use the tips below to write your email. Carefully proofread your email for spelling and grammar. The content and the quality of your email will be considered when determining your eligibility. Please send your professional email to Lisa Lubrano at Lisa.Lubrano@farmingdale.edu **before** scheduling a meeting.

**Tips for Writing this Professional Email**

**Subject Line:** This is a short phrase that clearly summarizes the reason for your email message. You may want to include helpful information like applicant for internship program, full name and RAM number.

**Salutation** Professional emails should start with a formal greeting (ex. Dear Ms. Clark or Ms. Allison Clark.) Use neutral language in your professional email and avoid slang or colloquialisms. If you are unsure of the recipient’s gender pronouns, use their full name.

**Body:**

**First paragraph:** Introduce yourself and explain your purpose for writing the email.

**Second paragraph:** Explain why you would like to intern and what you hope to learn from the experience. Providing an example of how you are qualified is a great idea.

**Third paragraph:** In one sentence express your desire to represent not just yourself, but Farmingdale State College and your fellow students, both current and future. Thank the reader for considering your request.

**Closing:** Professional emails should end with a formal sign-off like thank you, regards, or sincerely followed by your name. Always include a closing in your email, regardless of having an automatic email signature in place.

**To schedule a meeting with Lisa Lubrano, Internship Coordinator, use the QR code below.**

