

Exploratory email before official application

Subject: Inquiry About Internship Opportunities

Dear [Recruiter's Name],

I hope this message finds you well. I am a [student/year] at [University Name] majoring in [Business/related field], and I am very interested in internship opportunities at [Company Name].

Before submitting a formal application, I wanted to inquire whether you are currently offering business internships for the upcoming [semester/summer]. I am eager to learn more about the requirements and the type of projects interns may be involved in.

I would be grateful if you could provide me with further information. Thank you for your time.

Warm regards,

[Your Name]

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