**Email subject:** Internship Opportunity – London School of Hygiene and Tropical Medicine

**Attachments to include in the email:** Your CV and the ‘LSHTM InternMe Programme’ PDF

Dear (contact name),

I hope this email finds you well.

My name is (your Name) and I am a Master’s student at London School of Hygiene and Tropical Medicine (LSHTM), studying for an (MSc) in (Degree Title). As part of my degree I am undertaking an Internship, which involves completing 20 hours of work – paid for by the LSHTM Careers Service - to gain relevant experience and grow my current skill set. I am writing to see if I would be able to complete this Internship at (Organisation Name) at no financial cost to you, as I am very interested in (organisation’s sector).

I would like to use my Internship as an opportunity to develop my skills in xxxxx and I am keen to learn as much as I can. I have experience of xxxxxxx and would like to build upon that to work towards my goal of ultimately xxxxxx.

My modules so far at LSHTM have included xxxxx and xxxx. I have particularly enjoyed learning about xxxx and would really benefit from the opportunity to apply some of my knowledge in practice.

The Internship programme requires me to work for 20 hours on a part-time basis, whilst studying, between April and June this year. I have also attached a PDF that outlines the requirements of an Internship in more detail.

If you think it may be possible to find internship work I can support you with, it would be great to hear from you and arrange a call.

Many thanks for taking the time to read this email. I enclose my CV and I hope to hear from you.

Yours sincerely,

(your full name)

(your mobile no.)