

Dear Mr/Ms. \_\_\_\_\_,

My name is \_\_\_\_\_ and I'm a senior at Livingston High School, in Livingston, NJ. This spring, LHS will offer seniors the Senior Internship Program. The program begins on May 19, 2025 and concludes on June 19, 2025. During this four-week period, seniors complete a minimum of twenty hours per week at their unpaid internship, and the hours are based on the site needs.

I am interested in pursuing a career in \_\_\_\_\_ and would love the opportunity to work alongside you for my Senior Internship experience. Do you have any availability for a quick call? I know you're busy and would really appreciate any time you have. I have also attached my resume and the program letter to help explain more about our SIP program.

Please let me know when we can discuss this opportunity further. Thank you again for your time.

Best,

Student Full Name