



## APPENDIX - H

### Black Hills State University | School of Business **SAMPLE LETTER / EMAIL**

Students may want to use this sample letter to initiate contact with a potential employer to establish an internship.

James Student  
1200 University Street  
Spearfish, SD 5773  
Cell: 605-000-0000  
Email: [James.Student@yellowjackets.edu](mailto:James.Student@yellowjackets.edu)

March 5, 20XX

Name

Job Title

Company

Street

City, State Zip

Dear Mr. \_\_\_\_\_,

I am currently a junior at Black Hills State University majoring in Business Administration with a specialization in Marketing. As part of the business curriculum, it is highly recommended that students participate in an internship which correlates to their chosen field of study.

Would you be interested in the possibility of facilitating an internship at your place of business?

I look forward to speaking with you about this possible internship opportunity. Thank you for your time and consideration.

Sincerely,

Signature

First Name....Last Name