

## How to Connect with an Internship?

1. Choose an Internship that sparks your interest in a field that you would like to learn more about.  
Ex. Dentist
2. Google Local Dentist office, look on their website and find a phone number or email address.
3. Reach out and tell them what you are doing!

### Example Phone Call Script:

My name is \_\_\_\_\_, I am a senior at Chelmsford High School. My school runs a senior capstone program that allows seniors to go to an internship during the school day to gain work experience for a 6 week time period from April 6th to May 20th. I am required to complete 30 hours per week throughout the weeks (if you are in AP classes make sure you subtract 5 hours per AP course and let them know you have to attend the course each day). I am a motivated senior and excited to gain new skills while working with your company.

### Example Email:

Hello,

My name is \_\_\_\_\_, I am a senior at Chelmsford High School. My school runs a senior capstone program that allows seniors to go to an internship during the school day to gain work experience for a 6 week time period from April 6th to May 20th. I am required to complete 30 hours per week throughout the weeks (if you are in AP classes make sure you subtract 5 hours per AP course and let them know you have to attend the course each day). I am a motivated senior and excited to gain new skills while working with your company. I hope that you will consider hosting me for this internship.

Please see the link below for more information about Chelmsford High School's Senior Capstone. Here you will find program expectations for both the student and site.

If any further documentation is needed, please reach out to me and I will be happy to provide you with this information.

<https://chs.chelmsfordschools.org/about-chelmsford-high-school/career-center/senior-capstone-experience/>

I look forward to hearing back from you.

Sincerely,

Your name