



Instructors as a Resource

Instructors can be incredibly helpful in securing experiential learning opportunities for students. Here are some ways they can assist:

- 1) Recommendations and References:** Professors can write strong letters of recommendation or serve as references, highlighting your skills, achievements, and character.
- 2) Networking:** They often have professional connections in various industries and can introduce you to potential employers or experiential learning opportunities.
- 3) Guidance and Advice:** Professors can provide valuable advice on how to tailor your resume, write cover letters, and prepare for interviews.
- 4) Research Opportunities:** They might offer or know about research projects that can serve as experiential learning or provide relevant experience.
- 5) Career Fairs and Events:** Professors can inform you about career fairs, industry conferences, and networking events where you can meet potential employers.
- 6) Departmental Resources:** They can guide you to departmental resources, such as internship coordinators or career services, that specialize in helping students find experiential learning opportunities.

Asking your professor for help with securing an internship can be a bit nerve-racking, but here are some steps to make it easier:

- 1) Choose the Right Time:** Find a time when your professor is not too busy, such as during office hours or after class.
- 2) Be Prepared:** Have a clear idea of what kind of opportunity you are looking for and why you think it would be beneficial for your career.
- 3) Be Polite and Respectful:** Start with a polite greeting and express your appreciation for their time and assistance.
- 4) Explain Your Goals:** Clearly explain your career goals and how this opportunity would help you achieve them.
- 5) Ask for Specific Help:** Be specific about what you are asking for, whether it's a recommendation letter, advice, or an introduction to someone in their network.
- 6) Provide Your Resume:** Have a copy of your resume ready to share, so they can see your qualifications and experiences.

Sample Request Email:

Subject: Request for Assistance with Internship Search



Dear Professor **[Last Name]**,



I hope this message finds you well. I am writing to seek your guidance and assistance in securing an internship for the **[semester]**. As you know, I am very passionate about **[your field of study]**, and I believe that gaining practical experience through an internship would be incredibly beneficial for my career development.



I am particularly interested in **[specific area or type of internship]**, and I was wondering if you might have any advice or know of any opportunities that could be a good fit. Additionally, if you would be willing to write a letter of recommendation or introduce me to any contacts in your network, I would greatly appreciate it.

Thank you very much for your time and consideration. I look forward to hearing from you.

Best regards,
[Your Name]

