

Dear Employer (try to use a name if you can find one) –

As a **Sophomore Mechanical Engineering** major at the Olin College of Engineering, I wanted to follow up on an internship I heard about through [give specifics here]. [OR I wanted to inquire about the possibility of internships at XXX Company this summer.]

Olin is a relatively new school, so I'd like to give you a little information in case you are unfamiliar with it. In 1997, the F.W. Olin Foundation established our school "...to be an important and constant contributor to the advancement of engineering education in America and throughout the world." At that time, the NSF and other leaders of the engineering community were urging fundamental reforms in engineering education. They recommended a greater emphasis on entrepreneurship, teamwork and communication.

From there Olin was chartered and developed a hands-on, interdisciplinary program geared toward today's technology challenges. I am one of about 350 students who attend Olin. Our first graduates celebrated their commencement in 2006, and since then our alumni have taken positions with the nation's top employers or started their own companies in health care, renewable energy, education, cybersecurity, assistive technologies and many other engineering fields. They have also enrolled in some of the most selective graduate programs in the country.

Now I'd like to tell you more about myself, and why I'm interested in your company....