

HANDLING INTERNSHIP OFFERS & REJECTIONS

Internship Application Essentials



You've applied for internships and gone through interviews, and now you're beginning to hear back. No matter the outcome, it's important to respond professionally. Don't ghost! How you handle this step can impact future opportunities.

1 YOU GOT AN OFFER! NOW WHAT?

Read the details carefully (including start date, schedule, responsibilities, compensation, etc), and decide whether to accept or decline the internship. Organizations often set a deadline for your response – make sure you reply on time.

Sample message accepting an offer:

Dear [name of person who sent you the offer],

Thank you for offering me the [internship title - for example, Marketing internship] at [company name]. I am excited to accept the position. Please let me know if you need any additional information from me. I look forward to joining your organization as an intern this [put time frame - for example, summer].

Sincerely,
Your Name

Sample message declining an offer:

Dear [name of person who sent you the offer],

Thank you for offering me the [internship title - for example, Marketing internship] at [company name]. After careful consideration, I have decided to decline the offer [can add a short reason - for example, since I have decided to accept another internship]. I greatly appreciate the opportunity and the chance to learn more about [organization] and hope we can connect again in the future.

Sincerely,
Your Name

If you accept an internship but later receive a top-choice offer from another organization, **inform the first organization ASAP** so they can offer the spot to someone else. Briefly explain that the new opportunity better aligns with your goals, thank them for their time, and express appreciation. Handling this professionally shows maturity and respect, even if it may feel difficult.

2 DIDN'T GET THE INTERNSHIP? HERE'S WHAT TO DO

Don't be discouraged! Rejections are a normal part of any application process, whether for internships, jobs, college, or other areas. What matters is how you respond and what you learn from the experience. Send a follow-up email thanking the organization for considering you. You can also ask for feedback, but keep in mind that they may not always provide it.

Sample message:

Dear [name of person who sent you the offer],

Thank you for letting me know my status regarding the [internship title]. While I am disappointed not to be moving forward, I greatly appreciate the chance to learn more about [organization] and your team. Thanks again and I hope we can connect again in the future.

Sincerely,
Your Name

