

Requesting an Unpaid Internship

LinkedIn Message

Hi [Name],

I'm a [year/major] at UChicago exploring unpaid internship opportunities in [field] this summer. I've secured a university stipend covering my living expenses, so I'm available to contribute at no cost to your team from June through September.

I'd love to connect and share more about my background — please see attached my resume.

Thank you!
[Your Name]

Email

Subject: Unpaid Summer Internship Opportunity Inquiry

Hi [Name],

I hope you're doing well. My name is [Your Name], and I'm currently a [year/major] at the University of Chicago. I'm reaching out because I will be in [City/Region] this summer and am hoping to contribute to a team working in [industry/area of interest].

I have secured a stipend through my university that fully covers my summer living expenses, so I'm able to work unpaid and am available from June through September. I'm particularly interested in gaining hands-on experience in [specific skill/area], and I'd be excited to support your team in any way that's helpful — research, operations, analysis, projects, or day-to-day tasks.

A bit about me:

- [1–2 relevant skills or courses]
- [1–2 relevant experiences or projects]
- [Link to resume/LinkedIn/portfolio]

If you think there might be room for an internship this summer, I'd be grateful for the chance to connect. Even a brief conversation to learn more about your work would be wonderful.

Thank you very much for your time, and I hope to hear from you soon.

Warm regards,
[Your Name]
[Email] | [LinkedIn]