

CALLING A PROSPECTIVE INTERNSHIP SITE

Dear CSUSM student,

It is your responsibility to get an internship offer. This can be important practice for when you're on the job market.

When calling to inquire about an internship possibility, be prepared for what to say. The conversation is likely to be something along these lines:

Hi, my name is _____. I'm a _____ major at Cal State San Marcos, and I'm interested in discussing internship opportunities with your organization. May I speak with _____? (Name of person listed in database or your contact)

If this person is no longer in that position or with the organization,

May I speak with your internship coordinator or the person who might be able to discuss internship opportunities with me?"

If it's not a good time for the person to talk, ask when a good time would be to call, and follow through with a call back. Ideally, you are trying to get arrange an interview.

Before calling, 1) send an email letting them know you what day/time will be calling; and 2) make sure you have a resume.

This link has good info on [cold calling](#).