Dear **[insert employer contact name]**,

I hope this message finds you well! I am a first-year undergraduate student at the University of Chicago interested in **[insert relevant career interests]**. I intend to be in **[insert location of this employer]** over the summer, and I’m reaching out because I’m searching for a summer 2021 internship opportunity. I’m very interested in working for **[insert employer name]** because…**[Explain in 1-2 sentences why you’re interested in working for this employer; emphasize relevant current/past experience]**.

I am a recipient of UChicago’s [Odyssey Scholarship](https://odyssey.uchicago.edu/) and have been awarded summer internship funding to support a professional experience. As part of the program, I also engage in intensive career advising and professional development workshops to ensure I am prepared for my summer experience.

I have attached my resume for your reference [be sure to attach your resume as a PDF] and would welcome the opportunity to learn more about opportunities at **[insert employer name].**

Thank you for your time and consideration. I look forward to hearing back from you!

Best,

**[insert name]**