

## Outreach Email Template

Below is a simple template you can paste into the body of an email when reaching out to organizations. Feel free to rewrite it however feels natural to you. The only rule: keep it short. Three paragraphs max. Nobody reads a long email.

**Subject:** [Role you're applying for] Inquiry

Dear [Name],

I am a [year in school, e.g. sophomore] at [your school] majoring in [your major(s)], and I am reaching out to inquire about potential [intern/volunteer/support] opportunities at [Organization]. I am particularly interested in [this organization] because [one sentence about why this specific place appeals to you, tied to what they do].

[One short paragraph about your relevant experience. Pick two or three things max, and make them the ones that connect most to this specific organization. For example: a current or past legal or professional role and the kind of work you do there, a leadership role in a relevant student organization, a volunteer or advocacy commitment, or an undergraduate research interest tied to your goals. Attach your resume.]

I have attached my resume for your review. Please feel free to reach me at [your phone number] or [your email]. Thank you for your consideration.

Best regards,

Maya [Last Name]  
[Your phone number]  
[Your email]

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### Tips:

The whole email should be scannable in 30 seconds. If you're writing more than three paragraphs, you're writing too much. Tell them who you are, why you're interested, what you've done that's relevant, and stop.

If you can't find a specific person's name, "Dear Hiring Manager" or "To Whom It May Concern" works.

**Use your campus network.** Before cold-emailing an organization, check LinkedIn for alumni from your school (or its law school) who work there. If you find someone, reach out to them directly instead of or in addition to the general inbox. A short note like "Hi, I'm a pre-law [year] at [your school] and I'm interested in the work your organization does. Would you have 15 minutes for a quick call?" goes a long way. People are more willing to help someone from their own school than to

respond to a cold application. If they're receptive, they can refer you internally, which is worth more than any email to a general inbox.

**Use your student-organization connection.** One of your student organizations already coordinates with a key office in your field. That is a warm introduction. Use it before you send a cold email.