

Inquiry Regarding Internship Advising Topics

Dear [Advisor's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University]. I am reaching out to inquire about potential topics related to internship advising that I should explore as I prepare for my upcoming internship search.

Specifically, I am interested in learning more about:

- Best practices for resume and cover letter writing
- Interview preparation strategies
- Networking tips within the [specific industry]
- Resources available through the university for internship opportunities

If possible, I would greatly appreciate the opportunity to meet with you to discuss these topics further. Please let me know your availability, and I can adjust my schedule accordingly.

Thank you for your time and assistance. I look forward to your response.

Sincerely,
[Your Name]
[Your Student ID]
[Your Email Address]
[Your Phone Number]