

Internship Follow-Up Email After All Documents Sent

Your follow up should be done **two weeks after sending your initial email**. Normally, Mondays are really busy for executives and assistants because of the catch-up from the weekend. I suggest sending follow up emails on Tuesdays. The week is still fresh but the load isn't as heavy for most. Make sure you block out about an hour on this day to do all of your follow up at the same time. When your follow up day arrives it's time to go through your list and proceed appropriately. If you emailed in your resume, I suggest emailing that same contact and writing something like this:

Sara Millner,

I wanted to follow up and make sure that you received my summer internship materials that I sent out on _____(write the date). I'm really looking forward to learning more about your company. Please let me know if you need any other information.

Best,

Lauren Berger

Email: intern@quarterlife.com

Cell: 555-555-5555

If you sent in your application via regular mail, I suggest calling the company or your specific contact at the company to ask if they've received your materials. Keep in mind, the more formal internship programs won't provide you with an email or a phone number so you might have to do some digging. If you write or call once and don't hear back, I don't suggest writing again. Make sure to carefully walk the line between assertive and annoying.

Document. Make sure to document your follow up so that you know exactly when you reached out to which people. When you are asked how your internship search is going, you should be able to provide a clear and direct response on where exactly you are with each company.