



NJ HOSA Internship Toolkit

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Section 1: Email Templates

Cold Outreach Email:

Dear Mr/Ms/Mrs/Dr. [Last Name],

My name is [Your Name], and I am a [grade level] student at [School Name] with a strong interest in [field/specialty]. I am writing to inquire about the possibility of an internship or shadowing opportunity with you.

My interest in [specialty] developed through [specific experience: class, volunteer role, personal interest], where I gained exposure to [relevant skill or insight]. I am eager to further understand how physicians apply these skills in real clinical settings and how patient care is delivered on a daily basis.

I believe this opportunity would allow me to be a committed learner while also contributing positively to your practice. I am [qualities about you], and I would be happy to assist with administrative tasks, patient preparation, or any responsibilities appropriate for a student observer.

I understand the demands of your schedule and would be grateful for any opportunity, even for a limited time. I have attached my resume for your reference.

Thank you very much for your time and consideration.

[Sincerely/Best Regards],

[Full Name]

[School Name]

[Phone Number]

[Professional Email]

Follow Up Email: (a week later):

Dear Mr/Ms/Mrs/Dr. [Last Name],

I hope this email finds you well. I wanted to follow up on my previous message regarding a potential shadowing opportunity, as I know you have a very busy schedule.

I remain very interested in learning more about [specialty], and I would truly appreciate the chance to observe and learn from you if possible.

Thank you again for your time and consideration.

Best regards,
[Your Name]

Thank you Email:

Dear Mr/Ms/Mrs/Dr. [Last Name],

Thank you so much for taking the time to allow me to shadow you. I truly appreciated the opportunity to observe your work and learn more about [specific details you learned].

This experience reinforced my interest in pursuing a career in healthcare, and I am very grateful for your guidance.

Thank you again for your time and support.

Sincerely,
[Your Name]

Email Checklist:

- Personalize sentences (doctor's specialty, clinic, or your recent work)
- Attach your resume as a PDF
- Use a professional email address
- Double-check the spelling of the physician's name
- Double-check if you are copy and pasting
- Include all forms of contact you have

Subject Line Options:

1. Interested in Shadowing Opportunity in [Specialty]
2. Inquiry About Internship Opportunity in [Specialty]
3. Interested in Learning More About [Specialty]

Section 2: Resume Templates

Formatting:

1. Font: Times New Roman, Calibri, or Ariel
2. Size: 10.5-12 pt
3. Length: 1 Page
4. Margins: 1 inch
5. File Name: LastnameFirstname_Resume.pdf
6. Always start with action words (verbs)
7. Never have full sentences

Template:

[Full Name]

[City, State]

[Phone Number] | [Professional Email]

Education

[School Name], [City, State]

Expected Graduation: [Month, Year]

GPA: [Weighted:, Unweighted:]

Experience

- Shadowed [specialty], observing patient interactions and clinical procedures
 - Assisted with administrative tasks while maintaining patient confidentiality
-

Soft Skills

- [Professional Skill] + explanation
 - [Professional Skill] + explanation
 - [Professional Skill] + explanation
-

Awards

- Award Name + Year Won
 - Award Name + Year Won
 - Award Name + Year Won
-

Certifications & Skills

- CPR/AED Certified [Year]

- BLS Certified [Year]

Example:

Full Name

Phone Number | Email Address

Street Address
Town/City, Zip Code

EDUCATION

School Name

• GPA: Weighted: [number] / Unweighted: [number]

Location of School

Graduation Month, Year

EXPERIENCE

Activity 1 [Name | Role Held]

• Description of Role (1-2 bullet points and starting off with action words)

Months/Years did it

Activity 2 [Name | Role Held]

• Description of Role (1-2 bullet points and starting off with action words)

Months/Years did it

Activity 3 [Name | Role Held]

• Description of Role (1-2 bullet points and starting off with action words)

Months/Years did it

Activity 4 [Name | Role Held]

• Description of Role (1-2 bullet points and starting off with action words)

Months/Years did it

Activity 5 [Name | Role Held]

• Description of Role (1-2 bullet points and starting off with action words)

Months/Years did it

Activity 6 [Name | Role Held]

• Description of Role (1-2 bullet points and starting off with action words)

Months/Years did it

Activity 7 [Name | Role Held]

• Description of Role (1-2 bullet points and starting off with action words)

Months/Years did it

Activity 8 [Name | Role Held]

• Description of Role (1-2 bullet points and starting off with action words)

Months/Years did it

Activity 9 [Name | Role Held]

• Description of Role (1-2 bullet points and starting off with action words)

Months/Years did it

Activity 10 [Name | Role Held]

• Description of Role (1-2 bullet points and starting off with action words)

Months/Years did it

Soft Skills

Skill 1

• Explanation for skill (start off with skill - Ex: communicated with...)

Skill 2

• Explanation for skill (start off with skill - Ex: communicated with...)

Skill 3

• Explanation for skill (start off with skill - Ex: communicated with...)

AWARDS

Award 1 Title - Year

Award 2 Title - Year

Award 3 Title - Year

Award 4 Title - Year

Award 5 Title - Year

Award 6 Title - Year

Certifications

Certification 1 - Year

Certification 2 - Year

Certification 3 - Year

Common Mistakes: (Do Not Do These)

1. Casual emails
2. Listing middle school activities
3. Writing paragraphs instead of bullets
4. Using “I” statements

5. Going over one page

Section 3: Cover Letter Guides

Structure + Outline:

A strong cover letter is usually 3–4 short paragraphs (about half a page). Its goal is to explain who you are, why you're interested, and why you're a good fit.

Basic Structure:

1. Header (optional): Your name, email, phone, date
2. Opening paragraph: Who you are + position you're applying for + how you found it
3. Middle paragraph(s): Your skills, experiences, and what you bring to the role
4. Closing paragraph: Why you want this organization + call to action
5. Sign-off: Professional closing

Example Outline:

- Paragraph 1: "I am a sophomore interested in a summer internship at..."
- Paragraph 2: Relevant experience, leadership, coursework, or skills
- Paragraph 3: Why this organization + enthusiasm

How To Personalize Your Cover Letter:

- Mention the organization's mission or values
- Reference a specific program, project, or department
- Address it to a specific person if possible
- Connect your interests or goals to what they do

Example:

- "I am particularly drawn to your internship program because of your focus on community outreach and student mentorship."

Sample Cover Letter:

Dear ____ (The Hiring Manager goes in the blank),

I am a motivated high school student with a strong interest in healthcare and leadership, and I am writing to express my interest in the Summer Internship Program at your organization. I learned about this opportunity through your website and was excited by your commitment to education and service.

Through my involvement in student organizations and academic coursework, I have developed strong communication, teamwork, and organizational skills. I

have experience collaborating with peers, managing responsibilities, and staying organized under deadlines, all of which I believe would allow me to contribute positively as an intern.

I am especially interested in your organization because of its focus on professional development and real-world experience. I am eager to learn, grow, and support your team while gaining hands-on exposure in this field.

Thank you for your time and consideration. I would appreciate the opportunity to further discuss my interest and qualifications.

Sincerely,

[Your Name]

Common Cover Letter Pitfalls:

- Being too long or too vague
- Repeating your resume word-for-word
- Forgetting to customize for each organization
- Using informal language or slang
- Typos or grammar mistakes

Section 4: Interview Prep Resources

Common Interview Questions:

- Tell me about yourself
- Why do you want this internship?
- What are your strengths?
- What skills do you hope to gain?
- How do you manage your time?

Example Response

- “I’m a student who is interested in gaining hands-on experience in a professional setting. I enjoy working with others, staying organized, and learning new skills, which is why I’m excited about this opportunity.”

Behavior Questions (STAR Method):

STAR Method:

- S – Situation: Set the context
- T – Task: What you needed to do
- A – Action: What you did
- R – Result: What happened and what you learned

Common Behavioral Questions:

- Tell me about a time you worked on a team
- Describe a challenge you faced
- Give an example of leadership

Example Response:

1. Question: Tell me about a time you handled a responsibility.
 - Situation: I was part of a student organization planning an event.
 - Task: I was responsible for coordinating communication and keeping everyone on schedule.
 - Action: I created reminders, followed up with team members, and adjusted timelines when needed.
 - Result: The event ran smoothly, and I learned how important communication and flexibility are in teamwork.

Interview:

Before

1. Research the organization
2. Review your resume and application

3. Prepare 2–3 questions to ask
4. Choose professional attire

During

1. Be on time (or early)
2. Make eye contact
3. Speak clearly and confidently
4. Listen carefully before answering

After

1. Send a thank-you email within 24 hours
2. Reflect on what went well
3. Note areas to improve

Application Strategy Section:

How to Choose Who to Contact

- Internship coordinators
- Department managers
- HR representatives
- Professionals listed on organization websites or LinkedIn

When to Apply

- Summer internships: Apply 3–6 months in advance
- Fall/Spring internships: Apply 2–3 months ahead
- Rolling applications: Apply as early as possible

How Many Emails to Send

- Apply to 5–15 opportunities at a time
- Send personalized emails, not mass messages
- Space follow-ups 1–2 weeks apart

What to Do If You Don't Hear Back

- Wait 7–14 days
- Send a polite follow-up email
- Continue applying elsewhere
- Do not take silence personally

- You can say: “I just wanted to follow up on my application and reiterate my interest in the opportunity.”