

# HOW TO REACH OUT TO COMPANIES EVEN WHEN YOU DON'T SEE OPEN OPPORTUNITIES

Are you having a hard time finding opportunities of interest online? If so, there's another strategy! Even if employers don't have open jobs, internships, or job shadowing opportunities, you can reach out by introducing yourself and get a conversation started. Sometimes making this contact will create an opportunity of your own!

## Where to Start?

- Utilize your personal, IC, and alumni networks (such as [LinkedIn](#), [IC Career Network](#) and [CareerShift](#)) to find places and people of interest. You can also do a quick google search to look up organizations nearby where you are living to see if they have or are willing to give you an opportunity. To learn more about [networking](#) and [internships/job searching](#), check out our website for more [resources](#)!
- When you find the person or company that you wish to reach out to, make sure to find the correct contact information. Use the [IC Alumni Directory](#) for help. You also want to make sure your email is professional and to the point and maybe request an [informational interview](#). Let them know why you are reaching out and what you can offer them.
- If you receive a reply saying they want to talk more about making the opportunity happen, make sure you respond professionally and quickly. If you receive a reply saying they aren't able to do that opportunity, no worries! Make sure to respond saying thank you for taking the time to respond.

## Email Example

Subject Line: Inquiry about \_\_\_\_\_ **NOTE: Make sure it is an easy to understand/direct subject line**

Dear Mx./First Last name,

**Paragraph 1:** Briefly state your inquiry/interest in their company/organization and the work they do with as much detail as possible. Show excitement! This is what will get their attention. If someone recommended you to them, let them know.

**Paragraph 2:** State your intentions: whether you are looking to complete an internship, shadow someone, volunteer, or get a job. Keep this as open as possible while being clear so they can feel free to respond "We don't have this, but we have \_\_\_\_\_". In a few sentences, boast about what you'd be bring to their company which entices them to open the resume you're attaching.

**NOTE: Attach an updated resume and a portfolio link if you have one**

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

Sincerely,

Your name