**Kansas Micro-Internship Program**

**University Emails to Students**

##### *NOTE from Parker Dewey: We hope these emails are helpful to you if you wish to share information about the Kansas Micro-Internship Program with your students. Through this program, Kansas-based companies/organizations can receive a free (up to $500) Micro-Internship as long as they choose an undergraduate student enrolled in a Kansas public college or university.*

##### *Please feel free to edit these messages as you see fit.*

**Email #1:** *We suggest that you send this first.*

Dear [STUDENT’S NAME],

Looking for a way to gain some paid, professional experience over Winter Break? Through the Kansas Micro-Internship Program, you can work on these Micro-Internship opportunities with organizations throughout Kansas and beyond.

Through Micro-Internships, you can demonstrate your skills, explore career paths, and develop your professional network. These **paid opportunities** typically take 5 to 40 hours to complete, are usually remote, and typically kick off right away. Plus, [as Lily can attest](https://www.parkerdewey.com/blog/lily-kansas-program), there is no limit to the number of Micro-Internships you can complete.

Here’s how to get started:

1. Complete the [Agile Work Profiler](https://survey.alchemer.com/s3/5386209/ks-pdewey) and upload a PDF of your results into the Documents section of your Parker Dewey profile.
2. [Create your account on Parker Dewey.](https://app.parkerdewey.com/auth/talent/sign-up?utm_source=kansasmicrointern) Be sure to complete the **Education** section of your profile.
3. Apply to all projects that interest you. Kansas Micro-Internship Program projects will be listed first, but you can apply to as many as you wish.

All Micro-Internship opportunities are posted on the Parker Dewey platform. [Click here](https://info.parkerdewey.com/kansasmicrointern) to learn more.

If you have any questions, please contact [schools@parkerdewey.com](mailto:schools@parkerdewey.com).

**Email #2:** *We suggest that you send another message early in the new year to keep these opportunities on students’ radar.*

Dear [STUDENT’S NAME],

Happy New Year!

Are you looking for some experience to add to your resume? Micro-Internships are a great way to do this, expand your professional network AND get paid. Plus, thanks to the [Kansas Micro-Internship Program](https://info.parkerdewey.com/kansasmicrointern), you can connect with local companies who are specifically looking to connect with Kansas students.

[Click here](https://youtu.be/BM8T59Oqx6U) to watch this quick video overview for students about how the Parker Dewey Micro-Internship platform works. The video also highlights tips for student success such as:

* **Create your personal profile as completely and accurately as possible**. Students with complete profiles are more likely to be selected.
* Upload your resume, a link to your LinkedIn profile and samples of your work.
* The application process involves completing one or more short-answer questions. **These questions are the interview.** Answer each thoroughly and be sure to check and fix spelling and grammar errors.
* New opportunities are posted regularly, and projects come and go very quickly.  **The most successful students log into the platform every day** or two to see what’s new and apply to projects that interest them.

Remember that the Parker Dewey platform includes opportunities with companies across the country, but by applying for opportunities with Kansas-based organizations, you can connect with local organizations who want to connect with local students.

To learn more and get started, [click here](https://info.parkerdewey.com/kansasmicrointern). If you have questions about this program, please contact [schools@parkerdewey.com](mailto:schools@parkerdewey.com).

Please let us know if you have questions about this or if there are other ways we can help.

**Email #3:** *We suggest that you send at least one more follow-up message prior to the end of the spring semester after another few weeks to continue to remind students about these opportunities.*

Dear [STUDENT’S NAME],

As the semester draws to a close, we are sure you are already considering your options for the upcoming summer. As always, [UNIVERSITY/COLLEGE NAME] is here to help if we can.

One option to consider is to complete a short-term Micro-Internship project. While certainly no replacement for a full-time job or internship, these opportunities can be a good way to keep your skills sharp and gain experience to leverage for a future opportunity.

Also, through the Kansas Micro-Internship Program, you have the opportunity to work with Kansas-based organizations who want to connect with students enrolled in colleges and universities in Kansas.

New opportunities are posted regularly, so if you haven’t checked it out in a while, [click here](https://info.parkerdewey.com/kansasmicrointern) to learn more about this program and log in to see what’s new.

Please let us know if you have any questions and good luck!