**COVID-19 Emails to Employer Partners**

***NOTE from Parker Dewey:*** *We hope these emails are helpful to you as you look for ways to use Micro-Internships as a resource to help your students during these current challenges. Please feel free to edit these messages as needed, and use our* [*Employer Toolkit*](https://info.parkerdewey.com/employer-toolkit-downloads) *for more examples of messaging that you can use!*

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

SUBJECT: Post Remote Internships for [UNIVERSITY] Students

[UNIVERSITY] is continuing to closely monitor the challenges associated with COVID-19 and its impact on student internships. As such, we would like to encourage our employer partners to consider posting short-term, professional, paid work experiences (i.e. Micro-Internships) **which can be completed remotely.**

**Beyond providing you or your colleagues with immediate support on tasks, they also support your university recruiting efforts during this challenging time. Specifically, Micro-Internships help you identify, assess, and nurture students who may be prospective job candidates.**

For students, Micro-Internships allow them to demonstrate their skills, explore career paths, and build relationships with prospective employers. These paid opportunities typically range from 5 to 40 hours of work and are projects that are similar to those completed during a typical internship.

Micro-Internships can be completed across all departments including:

* Sales/Marketing
* Human Resources
* Strategy
* Research
* Operations and Support
* Finance and Accounting
* IT

[Click here](https://www.parkerdewey.com/example-projects) to see examples of projects.

To learn more and post projects, visit [UNIVERSITY’S Micro-Internship page].

**Email #2:** *We suggest that you send another message to employers a few weeks later to keep this on their radar. Based on the timeliness of the message’s content, we recommend that this go out no later than the end of April.*

Dear [EMPLOYER CONTACT’S NAME],

We hope this finds you as well as can be expected.

As you know, college students are among the many who have been directly affected by the current challenges surrounding COVID-19. We value your desire to stay engaged with our students and to increase your brand awareness on our campus. One way to do both is through posting Micro-Internships which offer you a low-cost and immediate way to support your university recruiting efforts and engage our students.

Micro-Internships are paid, professional projects that generally range from 5-40 hours of work and can be completed remotely. These projects are similar to what is completed during a typical internship. [UNIVERSITY] has partnered with Parker Dewey, the pioneer in Micro-Internships, who offers a platform for these projects that can be posted in a matter of minutes. Students completing these projects become independent contractors of Parker Dewey who guarantees your satisfaction, so you have little administrative burden and no risk.

As you weigh your options for the upcoming summer, we hope you will consider Micro-Internships as an option and possible alternative to canceling your internship program altogether. Parker Dewey is also providing assistance with [bringing an internship program remote](https://www.parkerdewey.com/blog/help-managing-remote-internships) and can help where needed.

We look forward to seeing you in person when all of this is over, but are hopeful that these options will be useful as a way to help your organization and engage our students.

If you are interested in posting a Micro-Internship for [UNIVERSITY] students, please click here [INSERT LINK TO UNIVERSITY’S PARKER DEWEY LANDING PAGE].

Thank you as always for your interest and support,

**Email #3:** *We suggest that you send at least one more follow-up message after another few weeks to continue to remind employers about this opportunity to engage your students.*

Dear [EMPLOYER CONTACT’S NAME],

We hope this finds you well, and we are looking forward to a productive if unusual summer.

As you consider your workforce needs in the coming months, we wanted to remind you of the opportunity to engage our students in Micro-Internships. These projects offer employers a just-in-time staffing solution while also augmenting your campus recruitment efforts by engaging students in completing professional projects.

[UNIVERSITY] collaborates with Parker Dewey, the pioneer in the Micro-Internship space to promote these Micro-Internship opportunities for our students. With these projects, you set the price, duration, and scope of the project, and the student becomes an independent contractor of Parker Dewey. This relieves you of the administrative burdens of having the student on your books while allowing you to engage managers across your organization in obtaining help on real projects.

I hope this information is useful, and please click here to learn more [INSERT LINK TO UNIVERSITY’S PARKER DEWEY LANDING PAGE].