



TWC | Responding to Internship Offers

Sample guide to accepting or declining an internship

- Congratulations on your internship offer! Contact your Internship Advisor as she can provide you with decision making guidance.
- You may be offered a position immediately after an interview. You can either accept or ask for time. It is recommended that you take some time to think about your offer and speak to your Internship Advisor.
- Once you have accepted an offer you are committed to the internship, and you will need to decline all further interviews and offers.

Asking for Time

- It is acceptable to ask for some time before making your decision. This will allow you to weigh your options and make the best informed decision.
- Be reasonable with your request. A decision should be made within three business days of receiving the offer.
- When making the request, you should convey your interest in the offer.
- Example:

Dear Ms. Lincoln,

I am very excited to receive the offer to intern with Maxx Group, LLC. I enjoyed speaking with you and learning about your organization. Would I be able to get back to you with my decision? I would greatly appreciate some time to evaluate the offer.

Could I give you an answer by Monday?

Thank you,
[Your Name]

Accepting an Offer

- Begin with a statement of acceptance
- Showcase your enthusiasm to begin your internship
- Reiterate your start date (refer to the TWC website if you need confirmation about dates)
- Example:

Dear Mr. Washington,

It is with great enthusiasm that I accept the Public Policy internship position with ABC Company. I look forward to being part of your highly efficient team and am confident that I will be able to make a positive contribution to the ABC Company goals.

I very much look forward to beginning the position on September 1. In the meantime, if you need to reach me, please feel free to call (555) 555-5555 or email me.

Thank you,
[Your name]

Declining an Offer

- Never decline an offer before speaking with your Internship Advisor
- Convey your gratitude for the company's time and interest
- Let them know you will be declining their offer
- Be diplomatic when providing reasoning
- Example:

Dear Mr. Smith,

Thank you for your internship offer with XYZ, Co. Unfortunately, I am unable to accept the offer. After evaluating all opportunities available to me, I have decided to pursue another option.

I would like to sincerely thank you for all of your time and consideration. I truly enjoyed speaking with you and learning about your organization. Best wishes for continued success.

Sincerely,
[Your Name]