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How to contact an HR of a company

🕒 June 3, 2015

Are you in a fix because your dream company does not advertise its internship program? Well, it's certainly not the end of the road. What you could still do is — contact the HR who handles recruitment and request her to consider your candidature. But how?

How to contact an HR of a company



In past, we have been inundated with a lot of requests for ways to contact a company's HR. We put on our thinking hat and this is

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what we got out of ourselves –

Scour LinkedIn – LinkedIn is the Facebook of corporate world. Use the filters to zero in on the HR of the desired company and send her a connect with a customized message, something like – *Hi Rashmi, Hope you're well. Wanted to connect to you regarding internship openings at Internshala. Thanks.* This is the most reliable method to get a reply!

We have already outlined the immense benefits LinkedIn can provide – read [the complete guide for using LinkedIn](#).

Through college Training and Placement Cell – They contact HRs every year and in the process, they accumulate a huge database of contacts. Your college will be more than happy to help you bag an internship (but only during vacations). Additionally, their reference ensures you start on a positive note with the HR.

Find references – Your friendly neighbor Mr. Sharma doesn't go poking his nose around all the day. You will be surprised how many doors he could possibly open for you.

Same it is with your professor. He might be a scrooge with marks, but can help you connect to HRs of some big companies in your field. Again, same goes for your seniors. If someone has done an internship at XYZ or working there after graduating, then she may guide you on how to score an internship with the same company. People are generally very forthcoming in helping someone they know set a foothold in their career. Don't hesitate to ask.

There are many student blogs/discussion forums wherein students actively discuss internship prospects – Quora, forums/groups on LinkedIn, entrance-exams.net and even on Facebook. Being active in those could help you build a good network.

Visit the official company pages – There is a 'Contact us' page in almost every corporate website, or a 'Directory' that you can use to collect the email ids and phone numbers of the concerned persons. Mail your CV along with the cover letter, but expect either a delayed reply or in worst case, no reply. A follow up call (see next

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point) after 3-5 days after you have emailed, is recommended (see the next point). Be ready to persevere as HRs, usually, are flooded with such requests.

In general, you have a better chance of getting a reply from a startup than a corporate office.

Cold calling – Has limited chances of working but, nevertheless, worth a try and can help you stand out as a sincere candidate. You could call the reception desk of a company (the number is usually listed on the website) and ask them to connect you with the concerned person for recruitment. If you're lucky they will patch you through. Be ready with your elevator pitch, the next minute will decide whether you're getting that crucial internship or not.

Hope this article has helped you! Have you tried any other way and it worked? Tell us in the comments section below!

Interested in more such article? Subscribe [here!](#)

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Sravani Chowdary Koleti · Laqshya Institute Of Technology And Sciences

I can applied 3 compaines through internshala but lam not geeting any resopance please give me a Sugestion to get a internship

[Like](#) · [Reply](#) · Nov 25, 2016 11:49am




Internshala 

Hi Sravani,

Thank you for writing in. It takes time for the employers to process applications. So, you need wait for few more days. Also, keep a tab on the dashboard for the updates in your application status.

Thanks

Like · Reply ·  1 · Nov 26, 2016 9:19am



Binusankar S Crvsa · Works at NoT yeT woRkiNg !! iM stiLi stUdYinG !!hehe, im still youth

I wish to do a intership in automobile industry can u please help me find one. I'm doing my final year degree in MECHANICAL Engineering.

Like · Reply · Nov 15, 2016 9:32pm



Internshala ✓

Hi,

Thank you for writing in. You can check out the latest internships (each internship comes with stipend & certificate) that you can apply online here -

<https://internshala.com/internships/mechanical-internship>

Rememeber that to apply to internships, you must first register yourself here (it's completely -

<http://internshala.com/registration/student...> [See More](#)

Like · Reply · Nov 18, 2016 5:15pm



Cariappa Nithin · Sree cauvery composite school

I want , to work in " Infosys", can some one, help me out, I am, MBA (Marketing), graduate, passed year is, April 2011, and, i have, got , 3 year's 5 months, of experience in , " Administration", and " Ba office", left the job, in the year, February 2016, 8 months , already over, still searching for a good job seeing my request, please offer me a job, so, that , i can stand , up in my life.

Regards.

P A Cariappa.

Like · Reply · Nov 8, 2016 10:06am



Internshala ✓

Hi Nithin,

Thanks for getting in touch.

At Internshala we have only internships available not jobs. So if you are interested in doing a MBA Internship, you can visit the link below & apply to the internship of your choice -

<http://internshala.com/internships/mba-internship>

Feel free to clarify any other doubts you may have.... [See More](#)

Like · Reply · Nov 9, 2016 11:52am



Deepak Kuttima · Production Engineer at Aquasub Engineering

Pls help sir internship and final year projects sir

Like · Reply · Nov 29, 2015 10:03pm



Internshala ✓

Hi Deepak,

Thanks for getting in touch and sorry for the late reply.

You can check out the latest internships (each internship comes with a stipend & certificate) you can apply online here -

<http://internshala.com/internships>

Rememeber that to apply to internships, you must first register yourself here (it's completely - ... [See More](#)

[Like](#) · [Reply](#) · Nov 9, 2016 11:49am



Anurit Jain · JECRC University, Rajasthan

Thanks a lot..hope it helps!

[Like](#) · [Reply](#) · Oct 23, 2015 7:12pm



Nazim Raza · Customer Relation Associates at NSDL e-Governance Infrastructure Limited

PLEASE HELP ME FOR INTERNSHIP

[Like](#) · [Reply](#) · Sep 16, 2015 7:23pm



Internshala ✓

Hi Nazim,

Thanks for getting in touch and sorry for the late reply.

You can check out the latest internships that you can apply to here -

<http://internshala.com/internships>

Rememeber that to apply to internships, you must first register yourself here (it's completely - ... [See More](#)

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43 Responses to "How to contact an HR of a company"

NISHIT KUMAR GUPTA says:

[June 9, 2015 at 2:53 PM](#)

please give me the info that how to apply internship for your company

[Reply](#)**Internshala** says:

June 10, 2015 at 12:39 PM

Dear Nishit,

Please let us know which company are you referring to. Also, the above mentioned ways are the best ways to contact HR of any company!

Thanks

Team Internshala

[Reply](#)**Abhinaba Ghosh** says:

June 11, 2015 at 11:32 PM

Are you guys taking in interns... @Internshala?

[Reply](#)**Internshala** says:

June 12, 2015 at 12:15 PM

Yes, we are!

Visit [here](#) for details.

Best luck

Team Internshala

[Reply](#)**Somnath Bharech** says:

June 11, 2015 at 10:47 AM

I am a UG metallurgy student and I wish to apply in Arcelor Mittal in this winters. Kindly guide me for this.

Reply

Puneet Krishan Dixit says:

June 11, 2015 at 10:51 AM

Want to know about company's to to internship program in computer science department .

Reply

Internshala says:

June 12, 2015 at 12:03 PM

Dear Puneet,

We suggest you to view the latest Computer Science Internships [here](#) and apply to the one(s) which suit you the best.

Good luck!

Reply

Grishma says:

June 11, 2015 at 11:25 AM

I'am a fresher piping engineer.please help me in getting am internship at any piping company (Toyo India,L & T, Reliance,Balmer & Lawrie,Technip to name a few.) Please.

Reply

Nishant says:

June 11, 2015 at 7:28 PM

Grishma can you pls contact me

Reply

SUBASISH MONDAL says:

June 11, 2015 at 1:57 PM

I am a pursuing my B.Tech degree(3rd year), in the field ECE and I want to do an internship at Infosys. Pls suggest me.

Reply

VARTIKA UPRETY says:

June 11, 2015 at 3:58 PM

I am a 3rd year mechanical student. An i am in search for an internship in any industry,preferably in Delhi.Kindly help me with this.

Reply

Internshala says:

June 12, 2015 at 12:09 PM

Dear Vartika,

You may visit here – <http://internshala.com/internships/mechanical-internship> for latest Mechanical Internships and apply to the one(s) which suit you the best.

Best
Team Internshala

Reply

santhosh says:

June 11, 2015 at 9:01 PM

sir my name is santhosh just completed my first year mtech in digital electronics and communication system.. so it is necessary for us to do intership in our nest sem that is befor this august 2015. so please can any one help me to get internship in any company... please mail me at.. santhu141986@gmail.com

Reply

Rishabh Puri says:

June 11, 2015 at 9:36 PM

I am btech civil engineering student . I am in second year and I want to search for a internship in my core civil companies or Larsen and turbo
Please suggest me how can I apply for internship in either winter holidays or summer holidays

Reply

Internshala says:

June 12, 2015 at 12:11 PM

Dear Rishabh,

For internship at L&T, please refer [here](#).
For more Civil Internships, you may keep a tab [here](#).

All the best!
Team Internshala

Reply

karan varma says:

June 11, 2015 at 10:10 PM

Sir im pursuing btech 4th year ,a i wanted to do internship in L&T company .
Can you guide me ..
Thanking you ..

Reply

Internshala says:

June 12, 2015 at 12:13 PM

Dear Karan,

Please refer [here](#).

Thanks
Team Internshala

Reply

Mounika says:

June 11, 2015 at 11:18 PM

I have completed diploma in fashion designing.Please help me In getting internship in any brand or under any designer.

Reply

Vishwanath says:

June 11, 2015 at 11:52 PM

Hello sir,
Now m currently pursuing Mtech stream is VLSI DESIGN AND EMBEDDED SYSTEM. Just completed 1st sem. Now i have to do internship on this stream so please gave some companies name and help me....
Thanking u sir
If any further information please send to my mail.
vishwasajjan24@gmail.com
9886595241.

[Reply](#)**Bishwadeep Gon Chowdhury** says:

June 14, 2015 at 2:09 PM

Pursuing btech in bioengineering & currently in 3rd year. Can u help me out to find the paid internships within country or in abroad in this winter or in next summer !

Thanking you..

I will be looking to it.

[Reply](#)**Internshala** says:

June 15, 2015 at 1:11 PM

Hey!

We suggest you to keep a tab [here](#).

All the best

Team Internshala

[Reply](#)**kevin joseph** says:

June 14, 2015 at 8:20 PM

I am a 3rd year civil student. An i am in search for an internship in any industry,preferably in Delhi.I am a 3rd year mechanical student. An i am in search for an internship in any industry,preferably in south India.Kindly help me with this.

[Reply](#)

Internshala says:

June 15, 2015 at 1:15 PM

Hi Kevin Joseph,

We suggest you to view latest Civil Internships [here](#) and Mechanical Internships [here](#). You may use the filters available on the left to personalize your search.

You may also [subscribe](#) for weekly updates.

Best

Team Internshala

Reply

Neetu Rajak says:

June 18, 2015 at 8:38 PM

Hi, I am a 1st year Microbiology student. I would like to do any training or internship in this field or at least related field. Please suggest me any internship.

Reply

Internshala says:

June 22, 2015 at 2:15 PM

Neetu,

We suggest you to keep a tab at latest [HR Internships](#). You may also subscribe to our weekly updates [here](#).

Hope you are able to find the best internships!

Good luck

Team Internshala

Reply

Kaustav Das says:

November 1, 2015 at 11:04 PM

Sir,

I am pursuing in B.Tech(Computer Sc & Engg) in IIT/ 3rd year. I want to do summer Internship in "Google" or "Microsoft". Please help.

Reply

Abin Francis says:

August 22, 2016 at 8:58 PM

Sir,

I'm a btech student from Kerala. My friend recently joined your program. I actually gave him the link to join. And I thought that only one needed to join and other could be his team mate. So he registered for the program. I would like to company him. Is there any way to do so that I can be his partner from our college

Reply

Internshala says:

August 26, 2016 at 5:56 PM

Hi Abin,

Thank you for writing in. Unfortunately, the deadline to apply for the ISP 6.0 is already over. The last date was 21st of August, 2016. You may try the next time.

Thanks

Reply

ashish says:

August 27, 2016 at 10:53 AM

i want to get my money back...it is useless

Reply

ashish says:

August 27, 2016 at 10:56 AM

please internshala vtc is the fraud thing....wasted money....help me to get outnof this internshala

Reply

Internshala says:

September 1, 2016 at 7:32 PM

Hi Ashish,

Sorry to hear of the poor experience on Internshala. Please drop your query to vtc-support@internshala.com. We will get back to you soon.

Thanks

Reply

asif says:

August 29, 2016 at 7:40 AM

Hai sir iam studing b pharm final year any availble internship for me in hyd??

Reply

Internshala says:

September 1, 2016 at 7:33 PM

Hi Asif,

Thank you for writing in.

As of now, we do not have any internship matching your preference. You may visit here for the other internships, and apply for the one which suits your profile-

<http://internshala.com/internships/>

I hope you find it useful.

Thanks

Reply

Sushmitha JA says:

October 31, 2016 at 3:32 PM

Hello sir, am sushmitha, pursuing MBA in HR + marketing...i need to do internship on HR as per academics project...and i like to do in a good company as it helps me in future...so can you please suggest and help me out to get a good one....

Reply

Internshala says:

November 1, 2016 at 11:08 AM

Hi Sushmitha,

Thanks for getting in touch.

Check out the latest internships in HR here –

<http://internshala.com/internships/hr-internship>

Hope this helps,

Regards,
Team Internshala

Reply

Arthi says:

November 8, 2016 at 2:51 AM

Sir, am pursuing B.Tech, chemical engineering, 2nd year. Can you please suggest me different internships for this winter?
Preferably in Chennai.
Thanks in advance!

Reply

Internshala says:

November 9, 2016 at 2:37 PM

Hi Arthi,

Currently we do not have internships in Chennai for Chemical.

However, you can check out the latest internships in other locations for Chemical here –

<http://internshala.com/internships/chemical-internship>

Regards,
Team Internshala

Reply

BRahmanandam Sharma says:

November 8, 2016 at 9:29 AM

Hello sir, This is Brahmanandam Sharma I am a Placement Coordinator In Engineering College in Andhra pradesh. I am presently Dealing with concept

of Internship For B tech Students. Would you please Give a suggestion to complete the task in perfect manner

Thanks in Advance

Reply

Internshala says:

November 9, 2016 at 2:38 PM

Hi Brahmanandam,

Thanks for getting in touch.

Can you elaborate on this so we can advice you better?

Regards,
Team Internshala

Reply

Akhil Anand says:

November 8, 2016 at 12:23 PM

Plz help me with internship.. i am searching for internship in Bangalore.
Guide me.

Reply

Internshala says:

November 9, 2016 at 2:39 PM

Hi Akhil,

Check out the latest internships in Bangalore here –

<http://internshala.com/internships/internship-in-bangalore>

Regards,
Siddharth

Reply

sujata yadav says:

November 9, 2016 at 9:49 AM

Hello ...

I m pursuing bms 1st year ,need to explore in corporate world

Looking for internship ?

Reply

Internshala says:

November 9, 2016 at 2:41 PM

Hi Sujata,

Check out the internships related to your stream here –

<http://internshala.com/internships/general%20management-internship>

Regards,
Team Internshala

Reply

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Internship in Bangalore
Internship in Hyderabad
Internship in Mumbai
Internship in Chennai
Internship in Pune
Internship in Kolkata
Virtual internship

Internship by Stream

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Electronics Internship
Mechanical Internship
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