**Professional Correspondence with Employers Concerning COVID-19**

**Requesting Remote Work**

Dear Ms. Sanchez,

I am looking forward to joining your team this summer as a Research and Development Intern. In light of the current pandemic and the large outbreak of COVID-19 cases in New York City, I am concerned about working on-site and commuting each day.

Provided this crisis does not abate in the next few months, I would like to inquire about the possibility of working remotely on my assignments. I understand that this may require some significant restructuring of my responsibilities, and would be grateful if we could schedule a call to discuss what my role in Merck Pharmaceuticals might look like under this new structure.

Best,

Akash Patel

**Checking in with Employers about Job/Internship Status**

Dear Mr. Levinson,

I hope you and your family are healthy and safe during this time. I am writing to ask whether there are any predicted impacts to my position as a Manufacturing Engineer with Lockheed Martin due to start this August as a result of COVID-19.

While plans are likely subject to change right now due to this unprecedented situation, given the nature of certain time-sensitive decisions such as summer housing, I would appreciate it if you could give me any sense of the direction in which Johnson and Johnson will be proceeding.

Sincerely,

Anna Donovan

**Re-evaluating Job Location/Responsibilities**

Dear Ms. Walsh,

Thank you so much for the opportunity to work as an S&T Intern this summer. I am looking forward to joining the Citibank team. However,  I am worried about traveling to New York and commuting to work every day due to the large outbreak of COVID-19 cases in Manhattan.

Since the situation does not look like it will improve in the next month, would it be possible for me to transfer to the Chicago office near my home? I understand that this may require a change in the details of my role or responsibilities, and would appreciate it if we could set up a call to discuss this possibility. Thank you for your time and consideration.

Best,

Ema Torlakovic

**Checking on the Status of a Job Application**

Dear Mr. Baskins,

My name is Miriam Raza and I am a sophomore majoring in Information Science and minoring in Computer Science at Cornell University. I applied for the Software Computing Systems internship with your team at NASA a few weeks ago, and I was wondering if there have been any changes in your plans to bring on new team members in light of the current pandemic.\*

I have attached my resume and cover letter below for your convenience. I would appreciate the chance to discuss my qualifications if you are still hiring for this position.

Sincerely,  
Miriam Raza

\*Alternative to highlighted region: “I wanted to follow up in case there have been any changes in the role itself or my status as an applicant.”

**Career Development in the Age of Social Distancing — Resources**

1. [How To Network While Social Distancing](https://www.forbes.com/sites/elanagross/2020/04/01/how-to-network-while-social-distancing/#788ec12212a8)

2. [At-Home Networking Strategies](https://www.insidehighered.com/advice/2020/03/23/how-network-while-you-are-social-distancing-home-opinion)

3. [Advice for College Students: How to Maximize Your Career Development During Covid-19](https://community.naceweb.org/blogs/katharine-marianacci1/2020/03/25/advice-for-college-students-how-to-maximize-your-c)

4. [Networking Workbook](https://www.engineering.cornell.edu/intranet/teaching-resources/engineering-career-center-resources)

5. [Meet Remotely with a Peer Advisor for Resume/Cover Letter Reviews or Practice Interviews](https://www.engineering.cornell.edu/students/undergraduate-students/career-resources-undergraduates/meet-advisor)

**Concerns about your ability to work at your internship/job this summer?**

Sign up for a [remote meeting with an advisor](https://www.engineering.cornell.edu/students/undergraduate-students/career-resources-undergraduates/meet-advisor) to discuss any concerns you might have!