

SAMPLE E-MAIL OR LETTER TO AGENCIES FOR INTERNSHIP PLACEMENT

Dear Mr./ Mrs. XXX,

My name is XXX and I am a second year University of Lethbridge student in the Addictions Counselling Program, School of Health Sciences. In the Spring semester, 2010 (January to April), we are required to do an internship placement in a community agency for 32 hours a week (4 days) for 13 weeks. The purpose is to develop our professional identity and learn from being in the field with clients and supervisors. Most of us have had courses in basic interviewing and counselling, family and group counselling, assessment and health promotion at this stage.

I am interested in your services because.....Hence, I am writing to see if you have positions for students looking for an internship placement. If so, I would appreciate having an interview with you on the phone or in person at your convenience.

Our Faculty Liaison, Dr. Bonnie Lee (bonnie.lee@uleth.ca), will be in touch once we consider the placement to be a good fit. She will provide you with more details at that time.

Attached is a copy of my CV for your reference and I look forward to hearing from you!

Sincerely,

XXX