



Email Template: Inquiry to Possible Preceptor Site

- This is just a guide! You're encouraged to personalize the message. **Be sure to change the red text to black** if you plan to copy/paste the wording in this template.
- Highlight your most relevant skills and how they align with the organization's goals.
- Keep it brief and to the point- if the organization is interested, there will be plenty of time to discuss details of your experience.
- Avoid generic statements like "I'm a hard worker" or "I'm passionate about public health." Show, don't tell!
- Proofread! Double-check for spelling and grammar errors before hitting send.

Continue to the next page for this template.





Good [TIME OF DAY], [CONTACT TITLE AND NAME],

My name is [INSERT YOUR FIRST AND LAST NAME HERE] and I am a [CONCENTRATION + DEGREE] student at the Texas A&M School of Public Health (SPH). I am reaching out to express my interest in completing my practicum experience with your organization, [INSERT ORGANIZATION & DEPARTMENT IF APPLICABLE HERE].

All [MASTERS/DOCTORAL] students are required to complete an applied practice experience, an opportunity to practice the knowledge and skills I am learning in the classroom. The practicum is designed to be a mutually beneficial experience so that your organization also gains something from my time there. It counts as one class for me – three credit hours.

I am particularly drawn to your organization because of its [MENTION SPECIFIC ASPECTS OR PROJECTS THAT INTEREST YOU], and I believe that the work you do aligns well with my academic and professional goals. Through my coursework and previous experiences, I have developed a strong foundation in [MENTION RELEVANT SKILLS OR KNOWLEDGE AREAS], and I am eager to apply these skills in a real-world setting.

To fulfill this component of my degree program, I intend to complete [200/400/360/480] hours this [INSERT SEMESTER OR OVER THE SEMESTERS YOU INTEND]. The practicum requires me to develop a work plan with you and my department Practicum Coordinator, meet at least 5 public health competencies, and complete two deliverables. More specific details about the practicum experience can be found in the attached Practicum Manual which has a section specifically for practicum preceptors. There is also information on the Office of Public Health Practice’s website at <https://publichealth.tamu.edu/practice/index.html>. If you have questions for their office, you can email the Director, Dr. Heather Clark, at hrclark@tamu.edu.

I would appreciate the opportunity to discuss the potential for a practicum placement further. My deadline for letting my department’s Practicum Coordinator know I have a site that will host me is [FILL IN DATE HERE]. After that, my next deadline is [DATE HERE] to have my work plan completed. I look forward to hearing your thoughts about hosting me as a practicum student. Thank you for considering this opportunity.

Best Regards,

[YOUR FULL NAME HERE] (for example - Heather Clark)

Master’s Student

Department of [FILL IN YOUR DEPARTMENT HERE]

