Hi Jill,

My name is [*insert name]* and I am currently in my second year of the Master’s of Science in Dietetics program at the University of Northern Colorado. I am in the process of building my supervised practice rotation schedule for the Dietetic Internship portion of this program, which will occur *[insert internship dates; i.e. fall of 2020-summer of 2021]*. I am reaching out to potential preceptors that could help facilitate these supervised practice experiences during this time frame.

I am interested in completing my *[insert rotation type; i.e. clinical rotation]* with you at *[insert name of facility; i.e. Albany Children’s Hospital]*. Your facility in particular attracted me because *[insert info you found intriguing from their website or from previous experience with the facility].* I am also impressed by *[insert info about this particular preceptor that you’re impressed by/drawn to].*

I hope to be a helpful addition to your facility with my previous experience in *[insert any relevant experience that you have had related to this rotation].* Please see my attached resume for additional work and education experiences. Feel free to call or email with any questions regarding how I can contribute to your current work load (please see contact info below). Also attached is a list of core competencies required for my *[insert rotation type; i.e. clinical rotation]* to help you evaluate if some or all of these experiences can be provided by your facility.

If you have any questions about support provided for UNCO preceptors, please contact our Supervised Practice Coordinator Nicole Schmittou at [nicole.schmittou@unco.edu](mailto:nicole.schmittou@unco.edu). I look forward to hearing back from you and have a great rest of your day!

*[Full name*

*Phone number*

*Email address]*

*[Make sure to attach your* ***resume*** *and the* ***required experiences/assignments document****]*