Subject Line – What is your purpose?

*Ex: Potential preceptor or Please consider being a preceptor*

*Make sure to spell the name correctly. Use any title (Dr.) that applies and list their credentials.*

Dear Ms. Jaclyn Smith, RDN, LD:

Beginning

Greeting

My name is \_\_\_\_\_\_\_\_\_\_\_\_, and I am a student in an accredited future graduate integrated dietetic program sponsored by the University of Central Arkansas with rotation hours supervised by Keith & Associates. I am currently building my rotation schedule and facility name seems to be an excellent match for my skills and interest in rotation title.

*Keep it concise & clear! Name the facility and which rotation.*

What I will bring as a KACAD student:

Spelling & Grammar

Font Style

* Prepared for the rotation – attended KAIDEP bootcamp prior to starting on-site experience

*Avoid playful or colored fonts. Recommended fonts and sizes:*

* Arial (10)
* Calibri (11)
* Tahoma (10)
* Professional dress and behavior
* Organizational and time-management skills
* Confidence, enthusiasm, and the ability to work cooperatively with your team

*Edit before sending!*

* Eagerness to learn

KACAD offers preceptors

* Training if you are a new preceptor or want a refresher session
* Excellent curriculum and program support
* Access to monthly meetings with special speakers
* Up to 15 continuing professional education units from the Commission for Dietetic Registration if you are an RDN or NDTR

Summary

I am looking to fulfill the # hours foodservice rotation hours (40 hours per week) from date to date. If these dates are unavailable, please propose a different time period.

*Name the rotation, total hours, and hours/ week*

I am excited to work with you and the rotation name team!

I appreciate your consideration and look forward to hearing from you.

Sincerely,

Closing

Your name

*Always include Name, Title, & Contact Information (Email, phone number)*

KACAD Student

Email: [kmitchell@gmail.com](mailto:kmitchell@gmail.com)

Phone: 918-888-7777

Attach your resume.