# EMAIL SUBJECT LINE: CUNY MPH Graduate Student Internship Inquiry

# Dear Dr./Ms./Mr. [Last Name]:

# My name is \_\_\_ and I am a graduate student in the Masters in Public Health (MPH) program at the CUNY Graduate School of Public Health and Health Policy; my field of study is \_\_\_\_\_. I found your contact information through the Office of Experiential Learning’s database. OR: I was referred to you by \_\_\_\_\_ who I met at \_\_\_. OR: I found your contact information online/etc. while researching your agency. I hope you don’t mind my reaching out to you directly as I am sure you must be very busy.

# One of the requirements for the MPH program is a field experience (“Fieldwork”) with a host organization, which is an opportunity for students to apply what we are learning in a real world setting and to work alongside experienced professionals such as yourself to contribute to the work of our host agency.

# I am interested in doing my fieldwork with [Name of Organization] because \_\_\_\_. I would be grateful for an opportunity to meet or talk by phone about some potential projects and deliverables that would be valuable for you and your agency, and which would also help me develop my core competencies in public health practice. For example, I am interested in growing my skills in \_\_\_ and \_\_\_, and I would be interested in hearing more about your agency’s needs to see if there could be a good fit. Attached is my resume; more information about Fieldwork is available [here](http://sph.cuny.edu/academics/fieldwork/).

# Would you be available to talk further, or is there someone else at your agency who you think would be a better contact for me? I sincerely appreciate your time and consideration and hope that we will be able to talk soon at your convenience.

# Respectfully,

# [Include your professional email signature in addition to your full name]