

# A COVER LETTER TEMPLATE: EMAILING SERVICE LEARNING SUPERVISORS

## Instructions

1. To begin your service-learning, it is your responsibility to reach out to relevant staff at your host organization, to introduce yourself as a Southwest service-learner, share some information about yourself and your learning, and establish/confirm participation in an orientation.  
→ This outreach is the first step in building a relationship with your supervisor and host organization – so it's important to include details about who you are, your interests, and your commitment to the experience!
2. Use the template below to craft your self-introduction, in the form of a "cover letter," and send the email.

## Sample Email Content

Dear \_\_\_\_\_ (first name of your supervisor),

My name is \_\_\_\_\_, and I am a student at Southwest Tennessee Community College. I am currently taking\_\_\_\_(full name of course), and today I am contacting you to register to be a service learner with your organization. I'm currently in my \_\_\_\_\_year of studies, and am interested in \_\_\_\_\_(include a brief comment about your [intended] major, potential areas of study, or activities you are involved with that may be relevant for them to know; give them a sense of who you are, in a sentence!).

The class that I'm taking is about\_\_\_\_\_(the subject matter of your course), and we will be exploring themes and issues such as\_\_\_\_(give a bit more detail about the content of the class). I signed up for this position because\_\_\_\_(explain your interest in/motivation for this particular role) and I'm eager to explore about\_\_\_\_\_(what are you curious to learn and think more about?) through my experience working with you and\_\_\_\_\_(name of org).

Use the content for A or B, depending on the situation.

<p>(For pre-set orientations times...)</p> <p><b>A)</b> In the position description for this role, I see that you will be holding an orientation on ____ (day) at____(time). I would like to attend this orientation session, as it works for my schedule.</p>	<p>(If no specific time is listed...)</p> <p><b>B)</b> In the position description for this role, I see that you will be scheduling an orientation soon. Please let me know what date and time this orientation session will be held; I understand that it should take place within the next several days so I can begin my regular service sometime soon. Some times that work for me this week include_____(include two-three options, taking travel time into account).</p>
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In terms of regular volunteering, I have looked at the shifts identified in the position description, and am most available during these 2-3 options: from\_\_\_\_(time) to\_\_\_\_(time) on\_\_\_\_(day); from\_\_\_\_(time) to\_\_\_\_(time) on\_\_\_\_(day); and from\_\_\_\_(time) to\_\_\_\_(time) on\_\_\_\_(day) (Note that it is helpful to indicate multiple shift possibilities based on your availability, as the organization determines how to potentially host several students/volunteers). Please let me know which one of these would be possible, or if there are other time considerations I should be thinking about.

You can contact me through this email address\_\_\_\_\_or the following telephone number:\_\_\_\_\_.

Thank you very much. I look forward to meeting you soon, and working with you and\_\_\_\_\_(name of org)!

Sincerely,

\_\_\_\_\_(your full name)