

SAMPLE FIELD PERIOD CONFIRMATION/COVER LETTER

Use this as a guideline for how to set up your letter and what to include. Remember each letter you write for a Field Period will be different. Take into account previous contacts you have had with the organization, refer to specific details of this Field Period. The letter you used last year may not work for the organization you are applying to this year.

WRITE A NEW LETTER EACH YEAR!

Student Current Mailing Address
(don't forget the zip code)

Date: use the date you are planning to mail your documents NOT the day you typed them!

Mr./Ms. First and Last Name of Supervisor/Contact Person
Title (ex. Director of Personnel)
Organization/Company Name
Mailing Address
City, State, ZIP

Dear Mr./Ms. Last Name ONLY of Supervisor:

In the opening paragraph thank the supervisor for agreeing to accept your internship/Field Period with his or her organization. Tell him or her how excited you are to be working with him/her and the organization. *If this is a first contact letter, identify yourself and the purpose of the letter, to secure a Field Period position.*

In the second paragraph tell the supervisor that you have enclosed materials to more fully explain the Field Period program and the process. Describe the importance of the Learning Contract and how he/she must sign it and return it to you within two weeks. (You might consider **bolding** or underlining the part about returning it within two weeks. You might also want to provide a date rather than using the term "two weeks" – it may be easier for your supervisor to remember this way.) *If this is a letter of contact, use this paragraph to describe what Field Period is and describe the materials you are enclosing. If appropriate you can request the reader to sign the contract and return it as described above.*

In the final paragraph let the supervisor know when you will be contacting him/her again. Reiterate the start date for your Field Period. Ask if there is anything you can do to prepare for the Field Period. You might want to mention one more time the importance of returning the signed Learning Contract in a timely manner. In closing, thank the supervisor again for the opportunity they are providing you and how much you are looking forward to working with him/her. *Do much the same for a first contact letter. Reiterate again your enthusiasm for working with this organization and emphasize what you can bring to the experience that will benefit them. Tell the site you will follow up this letter with a phone call to arrange a time to meet or talk about the Field Period. BE POSITIVE!*

Sincerely,

(sign your name)

Type your full name

Enclosures

Keuka College Center for Experiential Learning
Hegeman 107 / 315-279-5274 / experiential@keuka.edu

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COVER/CONFIRMATION LETTER INSTRUCTIONS

Purpose - The Cover/Confirmation Letter is a cover letter for the packet which is sent to the site with the student's contract. While a model letter is provided, Field Period cover/confirmation letters should reflect each student's individual placement and the communication the student has had with the placement before the packet is sent out. A student's personality and reasons for choosing the site should also be included. Composing business letters in proper format provides strong career and writing skills. Excellent writing skills are also one of the goals and graduate outcomes of Keuka College. Cover/confirmation letters, indeed all Field Period writing, must meet the Keuka College Written Communication Graduate Outcomes as approved by the Faculty.

Style - A business letter contains the date, inside address, salutation, body or text of the letter, complimentary close and signature block. The currently favored format for business letters is full block. In the full block style the date, addresses, salutation, all paragraphs, and the closing are left justified (tight left), as in the provided model cover/confirmation letter. While other styles are acceptable, all cover/confirmation letters must comply with some kind of accepted business style.

Font - A simple and conservative font is recommended. Use 11 or 12 pt font.

Paper - Unless your division specifies letterhead, regular white typing paper or photocopying paper is the norm.

Writing - Proper spelling and grammar must be used, and, most importantly, the letter must reflect good style. Errors in the letter must not be tolerated. These letters go out to the public where they represent you and Keuka College--for better or for worse! Remember this may be the first sample of your writing skills your site will receive.

Addressee - The letter should be sent to a person. If the letter is just sent to an office or a position, there is greater chance of the letter getting lost. For public schools the letter should generally be addressed to the principal; you should also send a copy of the letter to the classroom teacher (two or three lines below your typed name in the closing indicate you have done so by putting "cc: Jane Doe"). For big organizations, include the name of the department, too. Ensure that the person's name is spelled correctly. Nothing is caught more quickly than a mis-spelling of one's name. A contact name is necessary for a letter to arrive at the proper location and for the letter to elicit a response. Failure to use a contact name may result in the letter being delayed or rejected, resulting in no Field Period at all.

Contact Information - Remember to provide contact information (both phone and mailing address), which will work both at the time the letter is written and up to the time just before the Field Period (both campus and home contact numbers). If doing a Field Period at a distant location, an e-mail address may also prove helpful.

