



A COVER LETTER TEMPLATE: EMAILING SERVICE-LEARNING SUPERVISORS

Instructions

- To begin your service-learning, it is your responsibility to reach out to relevant staff at your host organization, to introduce yourself as a UW 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!**
- Follow the instructions outlined in the “Orientation Details” section of your position description. Determine whether you should reach out to the person listed as the Orientation Contact, or the Supervisor of the position (these may be the same person; sometimes they are not) – or both – based on what’s stated in the description.
- Use the template below to craft your self-introduction, in the form of a “cover letter,” and send the email **ASAP!**

Sample Email Content

Dear _____ (first name of your supervisor),

My name is _____, and I am a student at the University of Washington. I am currently taking _____ (full name of course), and today I registered to be a service learner with your organization through the Carlson Center – to volunteer as a _____ (name of your position). 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...) A) 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...) 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.

I also understand that I can take bus _____ (number) to your organization. Please let me know if there is any more information I should know about in terms of your location.

By the way, 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)