

## **Appendix C:**

### **Email Templates**

#### **Initial Contact**

Dear Mr./Ms./Dr. \_\_\_\_\_,

Good afternoon, my name is \_\_\_\_\_ and I am an Exercise Science senior at The College at Brockport. I plan on completing an internship in the Spring/Summer/Fall semester and I am interested in your facility. Our internship is a 320-hour, hands-on internship to be completed within the field of exercise science.

I have attached my resume and cover letter for you to review. I would appreciate the opportunity to speak with you about internship positions you may have to offer.

I feel I am a good fit for you facility because \_\_\_\_\_.....

Thank you for your consideration.

Sincerely,

*[Your name]*

*P: 555-555-5555*

*E: youremail@email.com*

#### **Interview Follow-Up Email**

Dear Mr./Ms./Dr. \_\_\_\_\_,

*Thank you for taking the time to speak with me yesterday about the internship you offer. It was great to meet with you and learn more about the position.*

*I'm very excited about the opportunity to join [Company name], and am particularly interested in the [highlight something that resonated with you and makes you excited about an internship at that site].*

*After our conversation, I'm confident that my background in exercise science and my interest in (strength and conditioning, personal training, cardiac rehab, etc)\_\_\_\_\_ will enable me to fill the internship requirements effectively and support the vision of [Company name].*

*Please let me know if there's anything else I can provide to assist in the decision-making process. I look forward to hearing from you.*

*Thank you,*

*[Your name]*

*P: 555-555-5555*

*E: youremail@email.com*