

Sample email template to send to a potential host organisation

Dear XXX,

I am a final year B. Biomedical Science student at Deakin University. I understand that these are challenging times in your workplace. I am reaching out to enquire about the possibility of assisting you in any way, either in person within the constraints of the physical distancing rules in place due to COVID-19, or remotely.

- *explain why you are interested in this particular organisation and their work*
- *explain what knowledge/skills you would bring*
- *explain what skills you might gain and why it would be of value to you*

While contributing to your organisation, this opportunity would provide me with experience and learning that I could use towards my completing my course, for a specific unit called Professional Practice in Bioscience. For this unit, I am required to complete a minimum of 80 hours (& up to 160 hours, part-time or f/t around my study) of work experience, but at this stage, any experience (unpaid) that I can gain would be valuable and gratefully accepted. I have attached my CV and academic transcript.

Thank you for your time and I look forward to hearing from you. I can be contacted on the phone number below.

Kind regards,

XXX