

## **UF MPH PROGRAM – COLD EMAIL TEMPLATE**

Cold emails are sent out to prospective employers/internship sites by you, the student (or, in the future, potential intern), to gain more information about a specific internship or possible internships, if not explicitly listed by the site. These emails are a way to professionally introduce yourself to organizations you are interested in working with. It is essential to familiarize yourself with the sites you are emailing, as each email outline suggests that you have prior knowledge of the organization and its mission.

Emails can be addressed to a specific person or can be general. However, if you identify a particular person and address them directly in the email, you are more likely to get a response.

### **Please remember to attach:**

1. Attach resume or CV (PDF)
  2. Attach UF MPH Student Handbook ([PDF or link](#))
  3. Create/add an [email signature](#).
- Gmail
    - <https://support.google.com/mail/answer/8395?hl=en&co=GENIE.Platform%3DDe>
  - Outlook
    - [Create and add an email signature in Outlook.com or Outlook on the web - Microsoft Support](#)

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This email is a general interest form. If you have a specific internship you are interested in with the site, specify which internship you are referring to.

Dear Internship Site,

I hope this email finds you well. I am Jane Doe, a Master of Public Health (MPH) student with a concentration in [concentration] at the University of Florida (UF). To graduate from my program, I must complete a 150-hour internship within the public health field for academic credit. I found your organization [explain how you found them] and am interested in exploring internship opportunities with [internship site].

For [amount of time], I worked as a [job title for current or past position that gives you the most relevant experience for this role] for [Company], where I [description of critical responsibilities and impact emphasizing what's most relevant to the job you're applying for]. Through these experiences, I learned [describe a relevant insight or skill you gained]. As your [position title], I'd apply this knowledge to [how you would help the Company].

I also spent [amount of time] as a [other relevant past position title] for [Company]. I worked on several projects in this role, including [mention 1-2 relevant projects]. When I worked on [most relevant project], I was able to [something significant you achieved] by [method you used]. This experience would allow me to [something else you'd do for the Company].

If available, I would be grateful to schedule a time to meet to discuss any opportunities. I am available [list availabilities here].

I have attached my [CV or Resume] to this email for further reference. A copy of the [MPH Student Handbook](#) is also [attached or linked] to this email for your review. To learn more about the MPH program's requirements for students and preceptors, please review the Applied Practice Experience section.

I thank you in advance and look forward to hearing from you.

Sincerely,

{insert signature}