Subject Line – What is your purpose?

*Ex: Potential preceptor or Please consider being a preceptor*

*Make sure to spell the name correctly. Use any title (Dr.) that applies and list their credentials.*

Dear Ms. Jaclyn Smith, RDN, LD:

Beginning

Greeting

My name is Kristi, and I am eager to become a dietetic intern with Union Public Schools. I am applying to the Keith & Associates Distance Dietetic Internship (KADDI). This program is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics and partners with both the University of Central Arkansas and University of Alabama.   
I am currently building my rotation schedule and Union Public School System seems to be an excellent match for my skills and interest in foodservice.

*Keep it concise & clear! Name the facility and which rotation.*

What I will bring as a KADDI intern:

Spelling & Grammar

Font Style

* Prepared for the rotation – attended KADDI bootcamp prior to starting on-site experience

*Avoid playful or colored fonts. Recommended fonts and sizes:*

* Arial (10)
* Calibri (11)
* Tahoma (10)
* Professional dress and behavior
* Organizational and time-management skills
* Confidence, enthusiasm, and the ability to work cooperatively with your team

*Edit before sending!*

* Eagerness to learn

KADDI offers preceptors

* Training if you are a new preceptor or want a refresher session
* Excellent curriculum and program support
* Access to KADDI monthly meetings with special speakers
* Up to 15 continuing professional education units from the Commission for Dietetic Registration if you are an RDN or NDTR

Summary

I am looking to fulfill the 200 foodservice rotation hours (40 hours per week) from October 15, 2022 – December 1, 2022. If these dates are unavailable, please propose a different time period.

*Name the rotation, total hours, and hours/ week*

I am excited to work with you and the foodservice team!

I appreciate your consideration and look forward to hearing from you.

Sincerely,

Closing

Kristi Mitchell

*Always include Name, Title, & Contact Information (Email, phone number)*

Email: [kmitchell@gmail.com](mailto:kmitchell@gmail.com)

Phone: 918-888-7777

Attach your resume.