

Sample: Initial Letter

Student Name

Address

City, State zip code

Date

Director_____

Agency Name and Address

City, State zip

Dear Captain_____:

This letter is written to introduce myself and inquire about the possibility of a student practicum with your agency. My name is _____ and I am a senior-level student in the Criminal Justice Program at the University of Central Oklahoma.

The University of Central Oklahoma has a Bachelor of Arts and Master of Arts in Criminal Justice and is one of the oldest and largest programs in the state. I hope to obtain a career in the _____ (area of law enforcement, probation/parole, etc).

Thank you in advance for any assistance you might offer.

Sincerely,

Student Signature

Student should follow up with a phone call about five days after mailing the introductory letter.

Be professional. Remind the Director/Captain, etc. of your letter. Ask if they have any practicum openings and what you need to do to proceed.