Date: 00/00/000

Dear Mr/Ms (Surname of Contact Person), (use the person’s full name if you don’t know their gender, e.g. Dear Jamie Smith)

I hope this email finds you well. My name is Insert your Name and I believe that you have been informed by the University’s Work Integrated Learning team that I have been matched to a placement at your agency. I am studying for a Bachelor/Master of Social Work at Flinders University and will be undertaking my first/final field placement in Semester 1, 2024.

I am excited to be matched to your agency and am very grateful for this opportunity. I am very interested in the field of aged care. I am hoping to set up an interview with you at your earliest convenience. I attend classes all day on Thursdays, and I work on Tuesdays, but I am available any other day of the week at any time that is convenient for you.

Please find attached to this email a brief resume so that you have some information about me in preparation for the interview. (some agencies will call your referees, so pleasure ensure your details are updated).

I currently hold the following clearances and I have attached them to this email/I will bring a copy of them to our interview:

* Safe Environments – Through Their Eyes certificate
* National Criminal History Check (National Police Check)
* Department of Human Services screening including:
  + Working with Children Clearance
  + Aged Care Sector Employment Clearance

If required, I can provide further details including details of my first placement. Please let me know if there is anything else you require from me to prepare for this interview.

I look forward to hearing back from you.

Kind regards,

*Firstname Lastname*  
**Bachelor/Master of Social Work – Flinders University**   
Student ID Number: 00000000  
Email: [email@flinders.edu.au](mailto:email@flinders.edu.au)  
Contact Number: 0000 000 000