Heather Britt

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February 23, 2016

Dear Ms. Turner,

I am a student at Career Prep Center through Warren Consolidated School District. I am a senior this year and am almost finished with my second year in our school’s health career program. I am interested in an externship at your facility.

This fall I am planning to begin the Physical Therapy Assistant program at Macomb Community College. I am excited to begin preparation for my lifelong dream. Any additional experience would be greatly valued along the way.

I have completed my Basic Life Support certification through AHA, and have been trained in Blood Borne Pathogens and HIPAA. I have two years-worth of Medical Terminology and am in Medical Math currently. I have job shadowed at St. John Macomb in three different areas and would like to become an extern or volunteer with your group.

I am available any three days during the week between 9:30 and 11:10 am on school days. If you do have room for me, I would be so glad to help out where I am able and look forward to learning from you experienced staff. My teacher will need to fill out some paperwork with you and can help create a schedule that works for you. She also has a system to monitor my work/ volunteering time and quality.

Thank you for your time and I look forward to hearing from you.

Have a great day!

Sincerely,

Heather Britt