**Sample Cover Letter**

Dear Texas State Administrative Assistant,

Hello, my name is Susan (Sue) Bradley and I am a graduate student here at Texas State University. The degree I am working towards obtaining is a Master of Education with a specialization in Exercise Science (thesis tract). As part of my thesis project, I am interested in gaining knowledge about administrative assistant women and their current level of physical activity. I have chosen for my subjects all full time administrative assistants at Texas State University because I work as a graduate assistant somewhat in that capacity.

My professional background includes nursing and massage therapy. I have witnessed much disease and illness. My interest is now turning to health and wellness. I would like to learn what kinds of things keep us, as women, either from being physically active or get us up and moving. I intend to pursue a doctorate degree where I plan to further explore the idea of physical activity and its impact on health.

However, there is no doctoral venture without first completing my master’s thesis project. Therefore, I would like to invite you to participate in my current study by completing the attached consent form. After consent is given, I invite you to complete an online survey. The purpose of the survey is to obtain your perspective about perceived benefits and barriers to physical activity and how we, as working women, either allow those factors to keep us from being physically active or encourage us to move toward activity. Please take time to join your fellow full-time administrative assistants here at Texas State University and answer the survey questions to the best of your ability.

Your participation is very much appreciated. If you are interested in learning about what this survey reveals you can check with me at anytime. Your responses are confidential and your participation is voluntary. My goal is to have completed my thesis by December 2010.

With many thanks to you for your help and participation,

Sincerely,

Susan (Sue) Bradley