

Hi Sarah McKenna, (or “Hi Sarah” or “To Whom It May Concern”?)

Hope you are well; I am writing regarding a co-op work term with your corporation this summer 2021. I completed my co-op courses throughout summer 2020 and have been working part time as well.

I would love the opportunity to meet and discuss the potential of a work term with you, I believe the experience and knowledge I will gain over a mere few months will be an excellent asset as I continue in this industry, and I would very much appreciate the opportunity to work for an organization I admire.

You can contact me via call or text at (902)222-8330 or email me back at x2019apk@stfx.ca.

Regards

Sarah MacDonald

“please record your message after the beep” *beep*

“Hi Sarah, this is Sarah MacDonald, I am a co-op student at StFX. I sent you an email a couple days back regarding the potential of be serving a co-op work term this summer 2021. I haven’t heard back from you and decided to follow up. I would appreciate the opportunity to meet and demonstrate my enthusiasm for your organization and the work you do, as well as discuss the possibility of a position. Hope to hear back from you, you can reach me at (902)222-8330, or email me back at x2019apk@stfx.ca. Have a great day!”