



Sample cover letter to demonstrate how to approach an organisation or individual in search of a PACE activity.

Your name

Your postal address

Your phone number

Your email address

Date of letter

Name of individual you are contacting

Name of their organisation

The address of the organisation

Dear [name of the individual you are contacting],

As a [name of your degree] student at Macquarie University, I am contacting you to ask if there might be any opportunities to complete practical experience at [name of organisation] as part of my degree study. The opportunity to do this at [name of organisation] is of real interest as [the reason why you are contacting them specifically and your particular areas of interest and expertise]. The experience can be paid or unpaid.

In particular, I am required to complete at least (number of PACE activity hours) hours of experience while enrolled in a PACE unit (Professional and Community Engagement) between [the first month you could start the PACE activity as per session start] and [the month in which you must complete the PACE activity as per session end]. PACE is a multi-award winning program that provides opportunities for students to apply learning in practice. It is fully integrated into the undergraduate curriculum across

all disciplines and is centred on a unique learning partnership between students, organisations, and the University. Importantly, any practical experience that is completed must be of direct benefit to the partner organisation.

Please note that as the experience would be a formal part of my study, it would meet Fairwork requirements. Also, PACE has a number of processes in place to address WHS and risk, legal, and insurance considerations. For example, if the practical experience is unpaid I would be covered by the University's insurance policy and a copy of their Certificate of Insurance can be provided upon request.

Please find attached my current C.V. which I hope will illustrate my various interests and skills. Please let me know should you require any further information. If you would like to learn more about PACE at Macquarie University, please don't hesitate to visit: <https://www.mq.edu.au/connect/partnerships/why-connect-with-macquarie/partner-with-pace>

I would be very keen to discuss any possibilities with you and will follow up shortly for this purpose if you are unable to reply in the next couple of weeks. Thank you for your consideration and I hope to hear from you soon.

Sincerely,

Your name