

## Sample Thank You Letter to the Practicum Preceptor

123 Sesame Street  
San Francisco, CA 99999

September 1, 2012

Robin Parker, MPH  
Program Project Manager  
Ohio Tobacco Use Prevention & Control Foundation  
300 East Broad Street, Suite 310  
Columbus, OH 43215

Dear Ms. Parker:

While I am excited about returning to school to finish my last few semesters, I am sad about leaving my practicum with the Ohio Tobacco Use Prevention & Control Foundation. I have enjoyed working with the cessation awareness team, and have learned so much about the challenges and real world issues of public health organizations. I particularly enjoyed working on the “Stop before You Start” project, and hope that the suggestions our team made will impact the Worthington Senior High students’ decisions to not smoke.

The practicum was a significant additional commitment for you, and I appreciate your time and patience in answering my questions and finding interesting tasks for me to do. I know that my practicum experience will be invaluable as I complete my course work and final MPH project.

I have enclosed a copy of my updated resume, which includes my experience at the Prevention Council. I welcome any suggestions you might have about my resume or people in this field I could contact about full-time employment.

Thank you for making my practicum rewarding and exciting. I look forward to staying in touch with you and the rest of the staff as I continue in the field of public health.

Sincerely,

Kara Trainor

Enclosure

*Adapted from Green, Marianne E. Internship Success. Lincolnwood, IL: VGM Career Horizons, 1997*