



Inspiring the next generation of  
healthcare heroes

## Pre-Med Email Template Pack

A professional guide for pre-med students seeking meaningful  
clinical, research, and teaching experiences in South Florida

### Clinical Volunteering Email Template

Subject: Volunteering Opportunities at (Hospital Name)

Dear Volunteer Coordinator, My name is (Your Name), and I'm a pre-med student at (University Name) seeking opportunities to volunteer within your healthcare system. I'm particularly interested in gaining clinical exposure and contributing to patient care. Could you please share information about your current volunteer programs or application process? Thank you for your time and consideration.

Warm regards,  
(Your Name)  
(Your Contact Information)

\*Mention any prior healthcare-related coursework or certifications (like CPR) to strengthen your email.

### Research Internships Email Template

Subject: Inquiry About Undergraduate Research Opportunities

Dear (Professor's Name), I'm a pre-med student at (University Name) with a strong interest in (specific research area). After reviewing your recent publication on ( research topic), I'd love the opportunity to assist in your ongoing research or upcoming projects. Please let me know if there are opportunities to get involved or if I can share my resume for consideration.

Sincerely,  
(Your Name)  
(Your Contact Information)

\*Demonstrate genuine interest by referencing a professor's recent publication or project.

### Teaching & Mentorship Email Template

Subject: Teaching & Mentorship Opportunities at Little Medical School® of the Treasure Coast

Dear Program Director, My name is [Your Name], and I'm a pre-med student passionate about education, health, and community involvement. I'm interested in serving as an instructor or volunteer with Little Medical School® of the Treasure Coast. Could you please share details about the application or training process?

Best regards,  
[Your Name]  
[Your Contact Information]

\*Highlight any teaching, tutoring, or leadership experiences in this email



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### Shadowing Email Template

Subject: Request for Physician Shadowing Opportunity

Dear Dr. [Last Name], My name is [Your Name], and I'm a pre-med student at [University Name] interested in [medical specialty]. I admire your work in this field and our community and would be grateful for the opportunity to observe and learn from your clinical practice. I'm available at your convenience and would be happy to comply with any office or hospital protocols. Thank you for considering my request.

Sincerely,  
(Your Name)  
(Your Contact Info)

\*Keep it concise and respectful. Busy physicians appreciate clear, polite communication.

### Connect With Us!

For teaching, leadership, and mentorship opportunities with Little Medical School® of the Treasure Coast, head to [www.littlemedicalschool.com/treasurecoast/get-involved/](http://www.littlemedicalschool.com/treasurecoast/get-involved/)