**Letter of Introduction**

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November 18, 2024​

Dear Prospective Work Placement Host:

This letter will serve as a letter of introduction to \_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_ is currently enrolled at Georgian College in the Office Administration Health Services program (formerly medical).

As part of \_\_\_\_\_\_\_\_\_\_ education experience, Georgian College offers an 8 week, two-day per week, unpaid, placement opportunity to students who have met course criteria, and the learner must be in their last semester prior to graduation. Work placement commences the week of February 3, 2025. The placement hours are completed on Thursdays and Fridays each week. This is a great opportunity for our learners to experience the health care environment while providing additional help for their placement hosts.

We have several community partners who host our learners for this experience. Our learners have the competency to provide administrative support in the health care environment. \_\_\_\_\_\_\_ has expressed interest in completing their placement hours at your facility.

\_\_\_\_\_\_\_\_\_\_ has completed/currently completing/will be completing courses such as Medical Terminology; Anatomy; Medical Transcription; EMR training, a Privacy In-service Certification, OHIP Billing; Microsoft Suite including Word, Excel, Access, and PowerPoint.

We hope that you will consider hosting \_\_\_\_\_\_\_\_\_\_\_\_\_\_for this experience. I am happy to answer any questions you may have regarding this placement experience, please reply to the email listed below the signature line. Also, you can reach out to \_\_\_\_\_\_\_\_ at their email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,

Marie Rutherford

Marie Rutherford

Placement Coordinator

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