**Sample email intro for Dean from Diplomat**

Dear Dean XXXX,

 I am contacting you on behalf of the AMCP (Academy of Managed Care Pharmacy) Diplomat Program. Diplomats are AMCP members who have volunteered to serve as a liaison between AMCP and a school/college of pharmacy. [Personalize:] I volunteered to serve as the Diplomat for Presbyterian College because it is near where I live, and I’m excited to share my managed care experiences with local student pharmacists.

The purpose of the AMCP Diplomat Program is simply to 1) raise awareness of managed care pharmacy and related career opportunities among faculty and student pharmacists, and 2) enhance communication between schools and AMCP. Here are some fun facts on why managed care is so important for student pharmacists:

* There are more than 18,000 pharmacists working in managed care settings today.
* There are more than seventy (70) companies offering managed care pharmacy residencies.
* There are more than 80 AMCP student pharmacist chapters across the United States, and student pharmacists can be active members of AMCP even if their school doesn’t have a chapter. (Dues are just $45)

Here are some things that I can offer to [Personalize with school name]:

* Arrange guest lecture by a managed care pharmacist
* Distribute residency and fellowship information to student pharmacists
* Meet with student pharmacists interested in managed care pharmacy
* Participate in career day
* Assist in providing materials or information for your ACPE self-study
* Help students become active in AMCP
* Provide information if there is interest in starting a student pharmacist chapter (or work with your student chapter)
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [what else might work at your school?]

***Call to Action:*** Please contact me directly or direct this letter to an appropriate faculty member so (s)he may contact me. I look forward to working with you to raise awareness of managed care pharmacy!

Best Regards,

Name

[add you contact information, address, phone, email]