**Sample Email to Employer from WBL Coordinator**

Good Morning,

My name is John Doe, and I work for the XYZ (district or school). I am seeking internship opportunities with local employers for ##th-grade students from (district or schools). Internships are part of a broader continuum of work-based learning opportunities that help students identify and move toward their career goals. Internships are culminating experiences that enable students to build their workplace and career skills while performing valuable work for their host employers. The connections between academic content and the demands of the workplace become much clearer to students when they have opportunities to apply what they have learned in school to important tasks in the workplace.

Internships may extend from ## to ## weeks, typically starting in (when). Students prepare for internships during the school year. They bring value to your organization, not only through the work they complete, but also by the fresh perspectives they bring. Employers often report that hosting student interns is a rewarding experience for their employees and helps them strengthen their leadership and supervisory skills.

I am writing to your organization, in particular, because (why).[[1]](#footnote-1) I would like the opportunity to answer any questions you may have, provide more information, and work with you to shape an internship that will benefit your organization and an eager student. If you are ready to commit to hosting an internship at your workplace, please complete the attached participation form and indicate with whom I should follow up to plan the internship. Please contact me directly if you would like to discuss this opportunity. I hope you will join us in providing our students opportunities to learn on the job.

Thank you,

John Doe, Title

Organization

Contact information

1. Explain why this employer is targeted: previous successful experience with internships or other WBL activities, student requests, or personal recommendation from someone known to the employer. [↑](#footnote-ref-1)