**Sample Email to Employer from WBL Coordinator**

Good Morning,

My name is John Doe, and I work for the XYZ district or school. I would like to request that you consider having a teacher from (district or school) work with you this summer to gain first-hand exposure to the kinds of careers for which she/he is helping to prepare students. We call this a teacher externship.

By offering an externship, your organization will be able to work with an experienced professional who is prepared to complete a project or other valuable assignments. In addition to classroom instruction, these teachers help provide work-based learning opportunities for students, such as job shadows, workplace tours, and internships. Externships can give teachers valuable insights into how they can better prepare their students for careers in your industry and how they can incorporate real-world examples into their lesson plans.

Externships are typically scheduled for the summer for a period of ## to ## weeks. Teachers 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 teacher externs is a rewarding experience for their employees.

I would like the opportunity to answer any questions you may have, send you more information, and work with you to shape an externship that will benefit your organization, the teacher extern, and his or her students. If you would like to host a teacher extern, please complete the attached participation form or contact me to discuss how we might move forward.

Thank you,

John Doe, Title

XYZ District or School

Contact information