**Sample Email to Employer from WBL Coordinator**

Good Morning,

My name is John Doe, and I work for the XYZ (district or school). We have ## #th-grade students from (school or schools) who need to spend part or all of a day “shadowing” employees who work in careers the students wish to explore. Job shadows are part of a larger continuum of work-based learning opportunities that provide students with exposure and insight into real-world careers. These activities are valuable for students as they set and pursue education and training goals.

Our job shadows run from four to eight hours and typically involve time for an introduction to the organization, a tour of the workplace, individual shadowing time, an informational interview with questions the student has prepared, and a wrap-up meeting. Employers may choose to host one or several students. Our goal is to have all ## students job shadow on (date) or during that week. Please help us provide opportunities for each of our students.

I would like the opportunity to answer questions and provide additional information. If you are interested in having one or more students shadow you or colleagues at your workplace, please contact me directly at (email address and phone number) or complete and return the enclosed participation form. The next step will be for me to provide resource materials to you and other assistance in planning the job shadow experience. I look forward to working with you.

Thank you,

John Doe, Title

XYZ District or School

Contact information