WBL Employer Recruitment Letter (SAMPLE)

School Letterhead

<<date>>

<<name/title/address>>

Dear \_\_\_\_\_\_\_\_\_:

The <<Name of School District>> Work-Based Learning Program offers the opportunity for students to have hands-on workplace experiences and apply their academic knowledge in the real world. The work-based learning program has been designed to promote students’ success in both postsecondary education and careers.

This program centers on varying levels of engagement from the community, as well as businesses and industry to provide authentic learning experiences that link academic, technical and professional skills. Employer engagement experiences range from career speakers and tours to internships and other forms of work experience. We welcome your participation in any of the following activities:

* Informational interviews;
* Offering student tours;
* Working with students in the classroom (technical mentoring);
* Job shadowing;
* Working with teachers to enhance curriculum;
* Serving as a career mentor;
* Providing an internship;
* Providing paid work experience;
* Providing a teacher externship;
* Co-op;
* (Any other partnership you can envision connected to curriculum).

If you are interested in working with our schools to provide work-based learning opportunities, please contact me at <<email>>. We can then provide more information about the program and how you can participate.

Thank you very much for your interest. Please feel free call with any questions at <<phone number>>.

Sincerely,

Work-based Learning Coordinator