



TOOLS

Email for Employers to Forward to Others – *SAMPLE*

Good Morning,

My name is Jane Doe, and I lead the marketing and communications department for **(Blue Star Telephone Company)**. **(Blue Star)** has been working with students from **(XYZ district or school)** for **(how long?)** and would like to encourage you to provide guest speakers for local schools. We've found it's a rewarding experience for our employees as well as a good form of early recruitment for **(Blue Star)**.

The XYZ school district **(or school name)** is seeking guest speakers. Addressing a class will help broaden student awareness of potential careers in your industry. Typically lasting for an hour or one class period, a guest speaker presentation is a small investment of your time that may well influence students' future choices. For more information, please see the attached participation form or contact **(WBL coordinator name, email and phone)**. **(WBL coordinator name)** will be happy to work with you to plan a presentation that will be convenient for you and of great benefit to students.

If you have questions, please feel free to contact **(Guest Speaker coordinator name)** or me at any time.

Thank you,

Jane Doe, Title
Organization
Contact information