



TOOLS

Email to Employers from Guest Speaker Coordinator – *SAMPLE*

Good Morning,

My name is John Doe, and I work for the XYZ Public Schools (**or name of specific school**). Students from (**list name of school**) are seeking guest speakers to address their class about your organization and the potential careers it offers.

Guest speakers are part of a larger continuum of work-based learning opportunities designed to help students gain experience and insight into real-world careers. These activities help students set education and career goals and learn what it takes to prepare for careers.

Typically lasting for an hour or one class period, a guest speaker presentation is a small investment of your time that may make a real difference in the students' futures. I hope to schedule your visit for (**date**) at (**time**), but we could identify other options if necessary. Your audience will be about ## #th grade (subject) students. I have attached a participation form for you to complete and return to accept this invitation. Please contact me at (**list phone number**) or (**list email**) if you have questions.

If you are unable to be a guest speaker, but would like to learn more about other opportunities to work with students by hosting job shadows, workplace tours or internships, please contact me at your earliest convenience.

Thank you,

John Doe, Title
XYZ Public Schools (**or name of specific school**)
Contact information