



TOOLS

Email to Employers and Colleges from WBL Coordinator – *SAMPLE*

Good Morning,

My name is John Doe, and I work for the XYZ (district or school). We are planning a college and career fair for students (and parents, if applicable) from (names of schools) and are seeking employer and college representatives to showcase their organizations at the fair. Employers will be asked to provide information about the careers available in their industries, while college representatives will be expected to explain how their programs and degrees prepare students for careers.

College and career fairs are very helpful to students as they build awareness of career options and plan the next steps for career exploration. They are part of a broader continuum of work-based learning opportunities that expose students to real-world careers. These activities help students set education and career goals and learn what it takes to prepare for the careers that interest them.

Here are some specifics about the college and career fair:

- (Date) from X:XX a.m. to X:XX p.m.
- ## #th and #th grade students from (schools)
- Location
- ## exhibit spaces available

Because of strong student interest in your (organization, college, industry or occupation), we are especially interested in making sure that you reserve an exhibit space while it is still available. If you are willing to participate in the fair, we can work out the details together. Please contact me at (phone number) or (email) if you are interested. I have enclosed a participation form you can use to confirm your intentions.

If you are unable to participate in this year's fair but would like to learn about other opportunities to work with students by being a guest speaker, hosting a workplace tour or job shadow or providing internships, please contact me at your earliest convenience.

Thank you,

John Doe

John Doe, Title
XYZ District or School
Contact information