



TOOLS

Email to Employers from WBL Coordinator – *SAMPLE*

(Note: This email could be adapted to be sent to an employer association such as a chamber of commerce.)

Good Morning,

My name is John Doe, and I work for the XYZ (district or school). We have ## #th grade students from (school) who would like to schedule informational interviews with employees who work in the careers in which they are interested. We hope you will be willing to have one or more students interview you or a colleague at your organization.

Informational interviews are part of a larger continuum of work-based learning opportunities that help students learn about careers and set goals for further career exploration and education. Typically taking 15-30 minutes, informational interviews are a small investment of time that can have a positive impact on a student's career planning. Interviews will take place between (date) and (date). To help them learn how to do so, students will make contact to schedule the interviews. Please feel free to contact me at (phone number) or (email) with questions or comments.

If your organization is willing to participate in one or more informational interviews, please reply to this email so that I can provide your contact information to a student who is interested in your industry. If there are other employees who can provide more detailed information about specific career in your organization, please provide their names, positions, and contact information. If you would like to learn more about other opportunities to work with students, such as being a guest speaker or hosting a workplace tour or job shadow, please contact me at any time.

Thank you,

John Doe

John Doe, Title
XYZ District or School
Contact information