



TOOLS

Workplace Partner Internship Cover Letter – *SAMPLE*

(Print on School Letterhead)

(Date here)

Dear (Workplace Partner):

Thank you for offering to host a student in an internship opportunity. We appreciate your willingness to help us in our efforts to make education in (City Name) both more rigorous and more relevant.

This packet and the guidelines that it provides are intended as helpful tools that you may use if you need them. The outline of suggested activities is not intended to be prescriptive, but is just a suggestion of one way to organize the internship experience.

Included in this packet is a copy of the *SCANS Skills Glossary* and a handout describing a list of aspects typically found in all industries. The SCANS skills have been identified as those that every student needs to develop in order to be successful in the world of work. If you are able to, please talk to the students about how the SCANS skills are used in your workplace and how each aspect is represented in your business.

Please share with the student the various kinds of opportunities that are available in your industry and the type of education needed to become successfully employed at each level.

You will receive *Internship Contract* that all worksite supervisors, parents and students involved in internships must sign. Please sign this contract and give it to the student to return to school. When all signatures have been collected, you will receive a final copy.

Over the next couple of weeks, you and the student will develop a internship plan to which the teacher, you and the student will agree. You will also agree to an evaluation schedule and the dates on which the teacher will meet with you and the student to discuss progress.

Again, thank you for agreeing to host our students.

Sincerely,

(Signature of Internship Coordinator)