# High School Name

Date

Dear (business partner)

My name is XXX. I am the *School to Career Coordinator* for High School (HS). In the past, you may have assisted us with our Future Focus job shadow program, where students “shadow” your business for a couple of hours to a full-­‐day to gain knowledge about your specific profession.

We have another program here that we would like to share with you. It is our Internship Program. This is a collaborative effort between our High School and our Community College Internship Program to offer students college credit while they gain real world work experience. This is a great opportunity for students to learn new skills, increase knowledge, and to engage in relevant experiences while exploring their career interests. Students can earn college credit for their work. A maximum X credits can be earned

I would welcome the opportunity to speak to you further about this wonderful program. Some

of the benefits for the partnering business include:

• Providing high school students a step on a pathway from school to work;

• A chance to “test drive” the talent;

• Taking advantage of no or low-­‐cost labor;

• Training and motivating students before they enter the job market;

Please let me know if you have a date/time that you are able to spare about 15 minutes so that I might explain to you a little more about this beneficial program. My contact information is listed below.

Thank you for your consideration. Looking forward to meeting with you.

Regards, Name

School to Career Coordinator High School

Email

Phone