**Sample Email for Employers to Forward**

Good Morning,

My name is Jane Doe, and I lead the marketing and communications department for (Blue Star Telephone Company), which has been working with teachers and students from (XYZ district or school) for (how long?). I would like to encourage you to consider hosting a teacher who would work with you for an extended period during the summer. The teacher would gain first-hand exposure to the kinds of careers for which he/she is helping to prepare students and ideas for how to incorporate real-world examples into his or her lesson plans. We call this a teacher externship.

By offering an externship, your organization will be able to work with an experienced professional who is prepared to complete a project or other valuable assignments. In addition to classroom instruction, these teachers help provide work-based learning opportunities for students, such as job shadows, workplace tours, and internships. Externships can give teachers valuable insights into how they can better prepare their students for careers in your industry and how they can incorporate real-world examples into their lesson plans. We’ve found them to be rewarding experiences for our employees, who value the fresh perspectives that teacher externs can provide.

If you are interested in exploring the idea of hosting a teacher externship, please contact (WBL coordinator name and contact info) or complete the enclosed participation form. (WBL coordinator) will work with you to plan an externship that will benefit your organization, the teacher, and his or her students.

Thank you,

Jane Doe, title

Organization

Contact information