

VIRTUAL WORKPLACE EXPERIENCES IN-FIELD EXPERIENCE: A DAY ON THE JOB OR VOLUNTEER SERVICE DAY

SAMPLE OF LETTER TO BUSINESS/ORGANIZATION

{Date}

Dear _____:

{School name} is piloting an innovative internship-like class called Virtual Workplace Experience. This class seeks to offer an alternative to physical workplace internships for students without reliable or consistent transportation as well as those not socially ready for workplace demands.

I would like to ask for your support in this endeavor by allowing student(s) the chance to experience your organization's work environment for a few hours of one day. As a participating organization, you would need to assign a willing and experienced employee to serve as a mentor for the student(s). The goal of this experience would be to give student(s) an opportunity to gain a realistic perspective of their career choice and to help them determine if they are personally suited to this occupational.

This is a structured activity for which each student will have parental and school permission.

Information and activities students would benefit from learning in your business/organization:

- Duties required, working hours, and working conditions,
- Required skills and training,
- Necessary employee work habits and attitudes,
- Information about the job market and career opportunities in your field, and
- Some "hands-on" activities, if possible, but not tasks that the Department of Labor would interpret as "productive work."

Please contact me at _____ to schedule a date for "Day on the Job" placement. I thank you in advance for opening your doors to our students.

Sincerely,

Teacher