

HOST SITE REQUEST EMAIL

Managing organizations should already be in conversation with a potential host about the career development experience program before sending a host site request email. The template seeks to provide more detailed information for a potential host to make a more informed decision on whether they are able/willing to participate. [Career development experience] may be replaced with the title used for implementation at the managing organization (ex: internship, cooperative education, remote work, etc)

Our team at [managing organization] name is committed to investing in our community through engagement with local partners to help youth launch their career pathways. We are reaching out to our local community to recruit [career development experience] opportunities for our participants in [applicable program name of managing organization] who are pursuing a career pathway in [endorsement or career interest area].

Why is this important?

Gaining work experience early on is instrumental in helping young people better develop and inform career interests and skills in their chosen field. Our participants are able to form networks of industry experts that will continue to support and influence them throughout their career path.

Early work experience is also beneficial for the entire community:

- Employers can recruit and promote industry interest early in the local talent pipeline
- Participant supervision provides leadership opportunities for employees to grow in their roles
- Positive recognition and ability to serve as a model for shaping and supporting local career pathway systems

Who are the participants?

[Provide background here on school year/program participants are in and any information to describe previous work-based learning and/or training that they have completed to demonstrate readiness to participate in a career development experience.]

What are we asking of you?

Would you consider becoming a host site for the [career development experience]? Hosts commitments entail:

- Authentic work tasks to promote development of essential and technical employability skills
- Assigned staff to work directly with participants to assign and coach through daily tasks
- Willingness to complete assessments for participants and provide feedback

This experience will take place from [date and date/general time] and will total [60 hours].

Please join us in creating opportunities for participants to engage in hands-on learning and develop the next generation of industry leaders. This work must be done in collaboration to ensure the preparedness of participants to meet the expectations of industry and education to meet their career goals.

If you are interested in hosting a participant for a [career development experience], please fill out the [attached/linked] form. For any further information or questions regarding the [career development experience] program, please feel free to email or call [me/our office] at:

[Provide contact information on a separate line clearly viewable and accessible]

Thank you in advance for your support and we look forward to the opportunities we are able to make happen together to strengthen and grow businesses and community organizations throughout our region!

[Your signature with contact information]