

A TEMPLATE FOR [CAREER DEVELOPMENT EXPERIENCES](https://edsystemsniu.org/career-development-experience-toolkit/)

PARTICIPANT PLACEMENT LETTER/EMAIL

Managing organizations should already be in conversation with a participant about the career development experience program before sending a placement letter or email. Participants may find it helpful to receive this information in more than one way (personal conversation, a text message directing them to check their email, etc.).

* Consider copying parents/guardians, teachers/instructors, and counselors/mentors if emailing participants.
* [Career development experience] may be replaced with the title used for implementation at the managing organization (Ex: internship, cooperative education, remote work, etc.)

Dear [participant name],

We are excited to inform you that you have been accepted to participate in the [career development experience]! Your placement will be with [host name] and will begin on [start date]. Your [managing organization] point of contact will be [name of managing organization staff member]. Please see below for additional details on your career development experience:

As a participant in a career development experience, you will:

* Engage in authentic, hands-on tasks related to your career interest area.
* Receive one-on-one mentorship and guidance from industry experts.
* Discover the various pathways and requirements for employment in your career interest area.
* Determine whether your career interest area is a good fit for you.
* Develop a network of professionals and industry experts to access of future opportunities.

Host Information

* Host name:
* Host address:
* Host supervisor name and contact information:

Credit/Compensation

* Credit hours received and applicable course codes:
* Hourly wages/stipend earned and payroll schedule:

Schedule

* Start date & end date:
* Weekly schedule and number of hours per week:
* Calendar of events

Congratulations and we look forwarding to working with you!

Should you have any questions regarding your career development experience, please contact your [managing organization] point of contact at [email/phone].

Sincerely,

[Managing Organization]

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