A TEMPLATE FOR CAREER DEVELOPMENT EXPERIENCES

PARTICIPANT PLACEMENT LETTER/EMAIL

USING THE TEMPLATE

• 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]