**Sample Email for Employers or Others to Forward**

Good Morning,

My name is Jane Doe, and I lead the marketing and communications department for (Blue Star Telephone Company). (Blue Star) has been working with students from (XYZ district or school) for (how long?) and would like to encourage you to host a job shadow for one or more students. A job shadow allows a student to spend part or all of a day interacting one-on-one with one or more employees to develop a better understanding of what particular jobs entail. We’ve found job shadows to be a rewarding experience for our employees as well as a good form of early recruitment for Blue Star.

XYZ school district (or school name) is seeking job shadow hosts. Visiting your workplace will help broaden student awareness of potential careers in your industry. Typically lasting from a half-day to a full day, a job shadow is a relatively modest investment of time that may make a big difference in students’ future education and career choices. For more information, please see the attached participation form or contact (WBL coordinator name, email, and phone). (WBL coordinator name) will be happy to work with you to plan a job shadow that will be rewarding for you and your employees and of great benefit to students.

If you have questions, please feel free to contact (WBL coordinator name) or me at any time.

Thank you,

Jane Doe, Title

Organization

Contact information