

Creating an Email or Letter Template

Example 1_Introduction to WBL

Email TO: (Enter job titles)

CC: (Enter job titles)

SUBJECT: Introduction to WBL

Dear (Industry Representative's Name),

Thank you for expressing interest in collaborating as a work-based learning partner to provide students an opportunity to practice and refine their health science skills in a real-world setting. As we work together to develop these opportunities, it is important to define the policies and expectations of both of our organizations so we can provide students with a rich and rigorous experience.

Students who are ready to engage in a work-based learning experience have already demonstrated a high level of both technical and employability skills in the classroom and possess the skill necessary to interact in a professional setting with other industry professionals and clients. A list of the skills and credentials achieved is included as an attachment in this email. Please review this list and consider any additional training that might be necessary, as this is an item we will discuss and plan for prior to placement of students.

I am looking forward to working with you to grow our future healthcare workers and provide valuable training and experience for students. Please respond with your availability later this month to discuss next steps by phone.

(Teacher Email Signature)

✓ Add ATTACHMENT to email