

# **Business Request/Teacher Job Shadow**

Date:  
To:  
From:  
Re:

Thank you for taking the time to consider participating in a school-to-career work-based learning experience. Employer surveys, conducted both locally and nationally, conclude that the majority of entry-level workers (including college graduates) lack the basic skills needed to be immediately productive in the workplace.

In response to these trends, a partnership has been formed to increase student achievement and motivation through new teaching strategies. This partnership includes business and industry, labor, teachers, administrators, parents and the community. Through the use of innovative curriculum, hands-on projects, and workplace experiences, school-to-career seeks to integrate the foundation skills of reading, writing, and math with general workplace skills such as problem solving, clear communicating, using technology, and working in teams.

One of my responsibilities is to connect high school students, teachers, and administrators with local business to learn about the world of work and methods of developing the skills needed to succeed in the workplace.

Here is where you can help: I am planning a job shadow for \_\_\_\_\_ High School teachers on \_\_\_\_\_, from approximately \_\_\_\_\_. I have enclosed guidelines for a teacher job shadow for your review.

I will contact you within the next two weeks. In the meantime, if you should have any questions, please call.

Sincerely,