**Employer Recruitment Letter**

**Sample Letter**

<<School Letterhead>>

<<date>>

<<name/title/address>>

Dear \_\_\_\_\_\_\_\_\_:

Today’s high school students are facing unprecedented challenges as they prepare for careers and college. Schools alone cannot offer the range of experiences our students need to meet those challenges and succeed in the 21st century. Schools struggle to help students discover their unique interests and talents as they relate to the real world. For this reason, business and community organizations are playing an increasingly important role in education.

One important role at <<school name>> is participation on our ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_ Advisory Board. I am writing to invite you to be a member of this board. The purpose of the board is to:

* Assist in defining and assessing students’ work based learning skills (attached)
* Provide work based learning experiences for students and staff
* Advise staff on curriculum and professional development
* Share industry trends that will impact student education and employment
* Act as an advocate for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program

Our Advisory Board meets <<frequency/day/date/time>> from \_\_\_\_\_\_\_ until \_\_\_\_ at \_\_\_\_\_\_\_\_\_. Meetings last no more than \_\_\_\_\_\_\_\_\_\_.

I am hoping you or your representative will join our Board. In a few days, I will contact you to answer any questions you may have. I look forward to talking with you.

Sincerely,

<<name, title>>

<<contact information>>