

Teacher Externship

This template is intended to serve as a starting point for outreach communications with organizations regarding teacher externships. Please ensure all highlighted sections are customized with the appropriate information relevant to your request.

SUBJECT: Exploring Teacher Externships Opportunities with [Employer Name]

MESSAGE:

Dear [Employer or Employee Point of Contact],

My name is [Full Name], and I am a [Position] at [School Name] in [Location of School], reaching out to inquire about partnering with [Company Name] on teacher externship opportunities.

To support the continued growth of the energy industry – and to ensure our teachers stay current with the latest skills, technologies, and career opportunities – we are seeking short-term and non-compensated professional learning experiences, such as 1 week job shadowing opportunity. These externships would give our educators direct exposure to the field, which would allow them to bring more relevant, real-world knowledge to students. Many of our students are interested in energy careers, and this type of industry connection makes a lasting impact.

We understand that a formal teacher externship program may not currently exist at your company. However, we are eager to begin the conversation and explore how our school can partner with [Company Name] for the potential to bring our students' energy education to life.

We believe that our collaboration would be invaluable in strengthening the connection between education and the energy workforce, so we are open to designing flexible and mutually beneficial experiences for both our teachers and your company.

Thank you for considering this important initiative, and I look forward to connecting with you.

Best Regards,

[Your Name]

[Your Position]

[School Name]

[Your Email Address]

[Your Phone Number]