Your Name

Your School

Address

Email

Phone number

Possible Externship Host (Employer) Information

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

Please accept this invitation to participate in our 2015 Summer Teacher Externship program. The(\_\_\_\_\_\_) County Office of Education, as a partner in the Northern California Career Pathways Alliance (NCCPA), seeks to foster strong economic and workforce development to benefit students, employers and the community. One action, we can take together is to help train our teachers

As you may be aware, employer surveys (conducted both locally and nationally) conclude that the majority of entry-level workers lack the basic skills and knowledge needed to be immediately productive in the workplace.

The 2-week teacher externship program is designed to allow teachers to observe first-hand what skills are needed by our industry partners, which they, in turn, can incorporate into their classroom teaching.

(\_\_\_\_\_\_\_\_) County Office of Education will compensate teachers and cover worker’s compensation while in the workplace.

We are currently scheduling teacher externships from June-July of 2015 and would like to ask that you host one or more of our highly motivated teachers. We will contact you within the next two weeks to discuss further. Meanwhile if you have any questions or need additional information please contact (name) at (how to contact – email/phone).

Sincerely,

Your name

Title