

Sample Letter to Students (optional)

DATE

Dear Work Experience Student:

Welcome to WEX12A, a 4-credit course where the community is your classroom. You will meet with your teacher at various times during the year to prepare and plan for work experience. We trust that you have selected your program with care, consideration and ***commitment to your teacher, employers, and work experience over the next year.***

People will have multiple careers in a lifetime. Every decision is a career decision, even when you are sixteen or seventeen years old!

Check Employability Skills 2000+ by The Conference Board of Canada (on the following page), it outlines the qualities desired in prospective employees. Continue to develop those qualities to prepare for your future.

Yours sincerely,

Work Experience Teacher