**Business Invitation Template**

Dear/Hi **XXXXXX**,

**Set the context and the aims**

E.g. During our Career Drop Down Day on the **XXXXXX** we have a full day event running from **XXX-XXX** where we are preparing students for the world of work. Volunteers will work with a group of 8-10 Year **XXXXXX** students (aged **X/X**) in helping them identify their own readiness for work as well as helping raise their awareness of the local business landscape.

**Give the detail**

E.g. **XXXXXX** are looking for employer volunteers to support a Work Preparation Day which is being supported by Jobcentre Plus with a STEM focus although employers are welcome from all industries.  Each employer will be briefed at the start of the day and be given resources to support the activities they will be doing.  They will be supporting a group of 8-10 students, volunteers will be sharing their own careers journey and then helping students complete a self-evaluation of their own employment skills.    They will be looking at job adverts and the skills needed for different jobs and empowering students to talk about themselves. They will also be supporting students with interview skills and mock interviews.  Each session will be introduced by the project co-ordinator and employers will be supported at all times throughout the day.

**The ask**

Would this be something that you would be able to support do you think either for half a day **XXX-XXX** or a full day?

If you have any further questions please let me know.

Kind Regards,

Name

Position

Contact Details