

Work Experience Proposal Template

**1. Recap visits or contacts**

e.g. “Thank you for the time you took to show me your operations last week. It was interesting to observe your employees at work!”

**2. What did you see?**

e.g. “During my visit, I heard several of your colleagues say that there were often backlogs due to increased customer orders.”

**3. Tasks that could be assigned to youth**

e.g. “I realized that there are tasks such as delivering documents across departments, assembling customer packets, copying documents, and sorting incoming mail that people are spending a lot of time doing.”

**4. How the tasks match youth intern**

e.g. “I realized that there are tasks such as delivering documents across departments, assembling customer packets, copying documents, and sorting incoming mail that people are spending a lot of time doing.”

**5. How would this help the company**

e.g. “If Joseph assembles and delivers the packets to each department, workers could attend to other tasks. This might help reduce the backlog of work.”

**6. How will you help?**

e.g. “I will accompany Joseph to get him oriented to his new tasks and check-in everyday to see how he is doing.”

**7. Make the ask**

e.g. “Can I bring Joseph in for an interview?”

**8. Reiterate the benefits to the company**

e.g. “With my help, Joseph can learn these tasks and the other employees will not have to worry about their tasks. He can help move the work along.”