 **South County High School**

**FAIRFAX COUNTY 8501 Silverbrook Road**

**PUBLIC SCHOOLS** **Lorton, Virginia 22079**

**703-446-1600**

**FAX 703-446-1697**

From: **[STUDENT NAME]**

South County High School Senior

To: **[NAME OF BUSINESS OR ORGANIZATION]**

Re: Shadowing/Internship Opportunity Request

Date: **[DATE]**

South County High School values greatly the businesses and organizations that make up its varied community. Our school is constantly looking for opportunities to strengthen those bounds as well as build new ones. This year SCHS is offering seniors the opportunity to gain valuable work place experience by providing flexible scheduling after AP and SOL testing. I am writing you to express my interest in working with your organization during this experience. The experience starts on May 22nd and ends with a short presentation to my classmates at the end of May. I would need to be present at your office/work site for a minimum of 4 hours per day.

**[…**

**…**

**DESCRIBE WHY YOU WANT TO WORK AT THIS LOCATION**

**…**

**…]**

The requirements from my employer/mentor would be minimal. I ask that they vouch for my presence by signing a timesheet. I would also hope that a variety of experiences and opportunities be available to help me better understand the day-to-day work that goes into making your company as great as it is. Please let me know if you would allow me the opportunity to work with you during this experience by contacting me… **[PREFERED FORM OF CONTACT NOT TEXTING]**.

Please feel free to reach out to the Senior Experience Team at South County with any questions or concerns you might have by contacting them at [SenExSCHS@fcps.edu](mailto:SenExSCHS@fcps.edu). I look forward to hearing from you and working closely with you

Respectfully!

**[YOUR NAME]**