# Work Experience Proposal Template

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| ① | Recap visits or contactse.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 youthe.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 interne.g. “One of my students, Joseph, is good at clearly organized tasks and would love to work in an office.” |
| ⑤ | How would this help the companye.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 companye.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.”  |