

# Charles J. Colgan, Sr. High School

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*Dr. Timothy Healey, Principal*

November 1, 2019

Dear Community Partners,

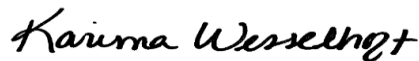
We would like to inform you about a program that we would love for you to be a part of. This year we are offering our students the opportunity to take part in the Senior Internship Experience. The Senior Internship Experience allows our students to work closely with local businesses while expanding their career and social networks. We hope that by participating in this event, students will establish career planning and workplace skills and maintain that knowledge as they pursue their future careers. Additionally, it is our belief that hands-on experience allows our students the opportunity to apply content knowledge in a way that benefits the community and allows them to exercise civic responsibility.

In order for this program to be as successful as it can be, we need you! As a community member you model, motivate and inspire our students every day. Through you, our students will make real-life connections, form partnerships, find mentors and explore their future careers in a way that they have not been able to before. Our students need community members to model, motivate and inspire them to prepare for a variety of career paths. You in return have a motivated high school student who can provide innovative ideas to revolutionize your platform.

Each student is expected to obtain at least 60 internship hours, unless otherwise noted between May 4 and May 15, 2020. Additionally, each student is required to interview their internship supervisor, create a daily blog, collect artifacts, and produce a resume and cover letter among other tasks. The culminating activity will be a panel presentation about the experience.

We truly look forward becoming community partners with you. If you have any questions about the program, please contact Ms. Wesselhoft at [internship@colganhs.com](mailto:internship@colganhs.com). Thank you for your time.

Sincerely,



Karima Wesselhoft  
Charles J. Colgan, Sr. High School