



Carroll Christian Schools

550 Baltimore Blvd., Westminster, MD 21157

Dear Prospective Internship Supervisor,

Carroll Christian Schools offers a multitude of creative experiences for our high school students. One of our focus areas is true-life exposure to career opportunities. We achieve this by offering a one-week internship program each spring. Each high school student is responsible for acquiring a position with a company, office, or individual, and spending between 35-40 hours of observing, shadowing, or working. We have advised students that compensation is not expected for their services. The internship week for this school year will take place on March 1-5, 2021.

Not only do we desire that our students be exposed to the service a company or individual provides, we trust that he or she will contribute to the success of the organization. We expect this will include performing rather mundane tasks that require little or no experience. One goal for this program is that the internship supervisor would spend some time with the student to explain the basic vocabulary, standards, and expectations of someone who is employed in the position that he or she is observing.

Please read our program overview if you have interest in hosting one of our interns. We appreciate your consideration and time. Do not hesitate to contact me with your questions.

Sincerely,

Matthew A. Reisberg

Matthew Reisberg
Administrator