

Greetings from The Career Center at Haworth College of Business.

We are writing to introduce you to an exciting new program that involves WMU alumni or friends of the College – the Business Externship Program. This program was developed as a job shadow experience for current business students, through which we purposefully partner our students with WMU alumni in order for students to explore and observe a particular career. This is a critical part of the career development process for our students – and we know you have valuable experience to share with them.

Here are a few key facts about the program:

1. There is no required financial contribution on the part of the company - we are asking for your very valuable time and expertise.
2. Externships are a fantastic way for WMU students to gain exposure to your company.
3. The program will occur each summer - preferably in the first two weeks of May.
4. Externships are geared for first and second year students who are in the process of selecting a major.
5. Students will shadow a professional mentor for 1-5 days in order to learn more about a particular career, and how it can relate to majors at WMU.
6. Registration for the program is online and will close in the first week of January.

We would love to share the details of this program with you over the phone or in person when it is convenient for you. Could you please provide some dates and times in the next few weeks that you would be available to discuss the program? Additionally, we have more information online at [www.wmich.edu/business/thecareercenter/bep](http://www.wmich.edu/business/thecareercenter/bep).

Please feel free to contact either of us via email or phone with any questions you may have regarding the Business Externship Program. We look forward to connecting with you soon.

All the best,

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