Sample apprenticeship letter to art teachers

Dear (high school art teacher’s full name)

At (your sign company name), we are starting an apprenticeship program this summer to introduce students to the sign industry.

The sign industry needs artists working in several areas from design to fabrication. We are seeking the right student for a paid summer program where they will earn money, gain experience and learn the different artistic needs of the sign industry.

We are approaching you as a conduit to talented students you may have in your classes that fit our expectations. We ask that you do not bring the opportunity to the students until after you have sent us some of their work (with names removed) to review. If we agree the student would be a good fit, then you would ask the student(s) if they are interested. Finally, if they are interested, then we would seek the proper permissions from their parents/guardians. Student identities would remain private throughout, and only upon parent/guardian-student acceptance would we be informed of the student names.

A student-apprentice for us will be introduced to several departments in our shop and experience each department that interests them. The apprenticeship will be a minimum of two days a week. The student will have to arrange transportation to and from our sign shop. Hours of work are flexible between (your company’s working hours here). Also, of course, our workplace environment will be as safe as possible in terms of concerns about the pandemic.

We are seeking students with the following attributes:

* Passion for and creating art, whether doodles on paper and notebooks or actual impressive pieces that have been completed in your class or in their free time.
* Interest in experimenting with different mediums/media of art and an openness to learning new techniques and processes.
* Consideration of a career creating art, and understanding the value they will contribute to a project that involves many different departments and people.
* Curiosity to learn new techniques and to follow instruction.

We are also looking for a student who may not have the opportunity or inclination to continue their education after high school, yet has the skills and interests listed above.

If you feel you have one student who fits our requests, please contact us for further discussion and possibly to start the process of bringing your student into our apprenticeship program this summer.

Please feel free to contact us by phone or email. We look forward to your response.