



EUROPASKOLEN - EUROPÄISCHE SCHULE - ΕΥΡΩΠΑΪΚΟ ΣΧΟΛΕΙΟ - EUROPEAN SCHOOL - ESCUELA EUROPEA - ECOLE EUROPEENNE - SCUOLA EUROPEA - EUROPESE SCHOOL - ESCOLA EUROPEIA - EUROOPPA KOULU - EUROPASKOLAN

**COVER LETTER FROM THE DIRECTOR OF EEB1**

Brussels, 1<sup>st</sup> March 2022

Subject: - European School Brussels I - Students' Work Experience ( W.E. ).

\* Student < FULL NAME > - Class S5 - Section .....

Dear Madam / Sir,

You have been approached by a student from the European School Brussels I ( EEB1 ), who would like to carry out an unpaid work experience at Your Company /Organization.

This Work Experience is part of a career guidance programme for students in the 5<sup>th</sup> year of Secondary School ( 15 - 16 years old ).

Its main objectives are:

- ❖ To discover the world of work, specifically business, public administration, European bodies and more.
- ❖ To have the opportunity to develop one's interests and skills in a real work environment.
- ❖ To explore career paths for the future.

This one-week placement should take place the penultimate week of June 2022, namely from 20/06/2022 to 24/06/2022.

The student will be present during the official work schedule for the duration of the internship.

EEB1 students are of different nationalities ( mostly European ) and multilingual, open to new experiences and ready to get involved in the different tasks You may wish to give them.

Please do not hesitate to propose to them the different tasks and to allow them to discover all the different aspects of Your Company/Organization.

If You agree, complete and sign the Work Experience Contract you have been given.

The school's insurance policy covers trainee students while they are at work, as soon as the W.E. Contract is signed by all parties.

Please note that students cannot work for either their parents or relatives, but they can, however, work in the same company/administration with a different supervisor.

We thank You most sincerely for Your commitment to this important project for the diversification and enrichment of our students' education.

Kind regards.

Karina Huayamave  
Work Experience Coordinator



Brian Goggins  
Director of EEB1