



# Livingston

## PUBLIC SCHOOLS

**Livingston High School**  
30 Robert H. Harp Drive  
Livingston, NJ 07039  
(973) 535-8000  
[www.livingston.org](http://www.livingston.org)

Dear Potential Mentor,

The purpose of this letter is to provide an overview of Livingston High School's Senior Internship Program.

The LHS Senior Internship Program is an opportunity for seniors to gain real-world work experience. This program is available to Grade 12 students in good academic standing who are on-track to graduate in June 2024. The program empowers students to take ownership of their education by pursuing an internship in a special area of interest. Participants will expand their learning by interning with a business mentor in place of attending traditional classes. Internships can be on-site, hybrid or remote.

Livingston High School is offering seniors the Senior Internship Program. This program is scheduled to begin on May 20, 2024 and conclude on June 18, 2024. We will host a luncheon and presentation event on June 18. Please save the date. During this four week period, seniors complete a minimum of twenty hours per week at their unpaid internship, and the hours are based on the site needs.

Program specifics, including guidelines for Business/Mentors, can be found on the [Senior Internship Program website](#). Should you have any questions, please contact me at 973-535-8000 (x5408) or [dquackenbush@livingston.org](mailto:dquackenbush@livingston.org). Thank you for your support of our outstanding seniors.

Sincerely,  
Daniel Quackenbush  
Senior Internship Coordinator